

**Town of Auburn
Board of Selectmen
January 6, 2020
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of December 23, 2019 -- \$49,840.05
Approval of Accounts Payable Manifest for the Week of December 30, 2019 – \$269,897.61
Approval of Payroll Manifest for the Week of January 6, 2020
Approval of Consent Agenda – Week of January 6, 2020

() Appointments with the Board

() New Business

NHDES Groundwater Management Permit Renewal – FY20 Budget Impact
Surety Reduction Recommendation – Copley Court
Surety Reduction Recommendation – Nathaniel Way
“State of the Town” Presentation – Deliberative Session

() Old Business

Marion Heald Scholarship Fund
Lawn Mowing Contract for 2020
Addition to Police Department

() Report / Comments of Ex-officio Board Representatives

() Other Business

February Meeting Schedule

() Next Meetings / Events

Monday, January 16, 2020 – Board of Selectmen’s Goal Setting Workshop – 9:30 AM
Monday, January 27, 2020 – Board of Selectmen’s Meeting – 7:00 PM

() Minutes

- December 16, 2019 Public Meeting
- December 16, 2019 Non-Public Meetings (x2)

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

Reputation of someone other than a member of the Board

() Adjourn

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



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

EMAIL ONLY

December 18, 2019

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

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

2019 Groundwater Management Permit Renewal Application, prepared by
Stantec Consulting Services Inc. (Stantec), dated December 3, 2019

Dear Mr. Eaton:

Please find enclosed Groundwater Management Permit Number **GWP-199002015-A-004**, as approved by the New Hampshire Department of Environmental Services (NHDES). This Permit is issued for a period of 5 years to monitor groundwater quality at the above-referenced site, and is a renewal of your Permit that will expire on March 23, 2020.

All required sampling results and monitoring summaries should continue to be addressed to the NHDES Groundwater Management Permits Coordinator. Correspondence should include the appropriate [Cover Sheet for Reports](#) and completed [Cover Sheet for Groundwater Monitoring Reports](#) that clearly show the NHDES identification number for this site (i.e., DES Site #199002015, Project #1521). The submittal of documents in an electronic format through NHDES' [OneStop database](#) is preferred.

NHDES has reviewed the above-referenced application for the closed Town of Auburn Landfill site, as recently submitted to NHDES by the permittee's environmental consultants, Stantec. Based on our review, we have prepared this letter to provide our review comments to the Town of Auburn and Stantec.

Permit Monitoring Program

Based on monitoring data collected to date under the Permit, the primary groundwater contaminants detected have generally been arsenic, manganese and more recently per- and polyfluoroalkyl substances (PFAS). Reported concentrations of arsenic exceed the NHDES Ambient Groundwater Quality Standards (AGQS) at monitoring well MW-2 and concentrations of manganese exceed the AGQS at monitoring wells MW-2 and MW-3.

With the exception of acetone reported at a concentration of 8.3 ug/L (below AGQS) during April 2019 at monitoring well MW-1, VOCs have not been reported above laboratory detection limits during the past five years. However, the AGQS for 1,4-dioxane was decreased on September 1, 2018 from 3.0 ug/L to 0.32 ug/L. The lower laboratory reporting limit (0.25 ug/L or less) is required during all future VOC analysis. Per our November 20, 2019 Response Letter, groundwater sampling during the next April field sampling event shall include 1,4-dioxane.

www.des.nh.gov

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

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

Concentrations of several PFAS have been reported at monitoring wells MW-1 through MW-4 and the onsite Dug Well¹. The PFAS regulated by NHDES at the time of sampling included perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS), and the former AGQS of 70 ng/L, which applied individually or as a sum of the combined PFOA and PFOS concentrations ("PFOA+PFOS"). The results of sampling conducted in April 2017, June 2017, December 2017, and April 2018 reported only monitoring wells MW-3 and MW-4 to exceed the former AGQS.

Off-site private water supply wells at 518 Raymond Road (Kimball) and 612 Raymond Road (Richards) were sampled for PFAS in June 2017 and December 2017. Neither sampling event reported concentrations of PFAS above laboratory detection limits (i.e., non-detect).

As noted by Stantec, NHDES recently adopted rules that either revised or added AGQS for four individual PFAS, which became effective on September 30, 2019. The four PFAS and their revised AGQS include:

- PFOA – 12 nanograms per liter (ng/L);
- PFOS – 15 ng/L;
- Perfluorohexane sulfonic acid (PFHxS) – 18 ng/L; and,
- Perfluorononanoic acid (PFNA) – 11 ng/L.

In comparison of the PFAS data collected to the revised AGQS, Stantec notes that PFOS exceeded the new AGQS during sampling events in April 2017 and 2018 in samples collected from monitoring wells MW-3 and MW-4. PFOA exceeded the new AGQS in monitoring wells MW-2, MW-3 and MW-4.

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

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

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

Finally, please note that along with the routine submittal of documents through NHDES' OneStop website, NHDES is requesting that all PFAS analytical results be uploaded to NHDES' Environmental Monitoring Database (EMD). Guidance for the EMD upload process can be found at:

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

¹ Located at the active transfer station and reportedly not used for consumptive purposes.

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

Proposed Revisions to the Permit

In general, NHDES concurs with the proposed sampling parameters and frequencies recommended by Stantec. NHDES has the following comments and amendments which have been incorporated within the attached Permit.

- Stantec recommends submittal of a Periodic Summary Report in June 2021 and June 2024. In consideration of the ongoing evaluation of PFAS exceeding the AGQS at downgradient monitoring wells and the extent of PFAS groundwater impacts currently being undefined, NHDES will require an Annual Summary Report.
- Stantec recommends installing two additional monitoring wells southwest of MW-4 at the GMZ downgradient boundary to evaluate the extent of PFAS contamination. NHDES concurs with this recommendation and will amend the Permit accordingly after installation and initial sampling has been completed.
- Two surface water sampling locations (SW-1 and SW-2) have historically been included within the groundwater quality monitoring program. Laboratory analysis has included standard landfill leachate characteristics, VOCs, and recently PFAS. Based on a review of the data provided summarizing the past five years, VOCs have not been reported above laboratory reporting limits and analysis of PFAS have reported only trace concentrations. In addition, SW-2 is often reported as "Dry" with no sample able to be collected. NHDES will consider removing the requirement for analysis of VOCs and PFAS from these surface sample locations after installation of the additional monitoring wells, as recommended by Stantec, has been completed.

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

Sincerely,



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

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



The
NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES
hereby issues
GROUNDWATER MANAGEMENT PERMIT NO. GWP-199002015-A-004
to the permittee
TOWN OF AUBURN
to monitor the groundwater quality at the
CLOSED TOWN OF AUBURN LANDFILL
(Chester Turnpike)
in AUBURN, N.H.
via the groundwater monitoring system comprised of
4 monitoring wells, 2 surface water sampling points, and 2 off-site private water supply wells
as depicted on the Site Plan entitled
Site Plan
dated December 3, 2019, prepared by Stantec Consulting Services Inc.

TO: TOWN OF AUBURN
PO BOX 309
47 CHESTER ROAD
AUBURN, NH 03032-0309

Date of Issuance: March 24, 2020
Date of Expiration: March 23, 2025

Pursuant to authority in N.H. RSA 485-C:6-a, the New Hampshire Department of Environmental Services (NHDES), hereby grants this Permit to monitor past discharges to the groundwater at the above-described location for five years, subject to the following conditions:

(continued)

STANDARD MANAGEMENT PERMIT CONDITIONS

1. The permittee shall not violate Ambient Groundwater Quality Standards adopted by NHDES (N.H. Admin. Rules Env-Or 600) in groundwater outside the boundaries of the Groundwater Management Zone, as shown on the referenced site plan.
2. The permittee shall not cause groundwater degradation that results in a violation of surface water quality standards (N.H. Admin. Rules Env-Wq 1700) in any surface water body.
3. The permittee shall allow any authorized staff of NHDES, or its agent, to enter the property covered by this Permit for the purpose of collecting information, examining records, collecting samples, or undertaking other action associated with this Permit.
4. The permittee shall apply for renewal of this Permit prior to its expiration date but no more than 90 days prior to expiration.
5. This Permit is transferable only upon written request to, and approval of, NHDES. Compliance with the existing Permit shall be established prior to Permit transfer. Transfer requests shall include the name and address of the person to whom the Permit transfer is requested, the signatures of the current and future permittees, and a summary of all monitoring results to date.
6. NHDES reserves the right, under N.H. Admin. Rules Env-Or 600, to require additional hydrogeologic studies and/or remedial measures if NHDES receives information indicating the need for such work.
7. The permittee shall maintain a water quality monitoring program and submit monitoring results to NHDES no later than 45 days after sampling. Samples shall be taken from the monitoring wells and surface water sampling points as shown and labeled on the referenced site plan, and other sampling points as listed in the following table in accordance with the schedule outlined herein:

Monitoring Locations	Sampling Frequency	Parameters
MW-1, MW-2, MW-3, MW-4, SW-1, and SW-2	April each year	Specific Conductance @ 25°C, pH, Nitrate, Sulfate, TKN, Chloride, Iron, Manganese, Arsenic, PFAS using an isotope dilution method compliant with the USDOD Quality Systems Manual 5.2 (or later) Table B-15, or USEPA Method 537.1, and Static Water Elevation (in monitor wells)
Same as above	April 2020	1,4-Dioxane (using a 0.25 ug/L reporting limit)
Same as above	April 2024	NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-Dioxane (using a 0.25 ug/L reporting limit) and Drinking Water Metals
518 and 612 Raymond Road private water supply wells	April 2024	PFAS as above

Sampling shall be performed in accordance with the documents listed in Env-Or 610.02 (e). Samples shall be analyzed by a laboratory certified by the U.S. Environmental Protection Agency, or NHDES pursuant to Env-C 300. All overburden groundwater samples collected for metals analysis (iron, manganese, and Drinking Water Metals) shall be analyzed for dissolved metals; and thus must be field filtered (with a 0.45-micron filter) and acidified after filtration in the field. Surface water samples, and groundwater samples collected from bedrock or water supply wells, shall be analyzed for total metals, and shall not be filtered. As referred to herein, the term "Drinking Water Metals" refers to: arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver.

Summaries of water quality shall be submitted annually to NHDES' Waste Management Division, in the month of June, using a format acceptable to NHDES. The Annual Summary Report shall include the information listed in Env-Or 607.04 (a), as applicable.

The Annual Summary Report shall be prepared and stamped by a professional engineer or professional geologist licensed in the State of New Hampshire.

8. Issuance of this Permit is based on the Groundwater Management Permit Renewal Application dated December 3, 2019, and the historical documents found in NHDES file DES #199002015. NHDES may require additional hydrogeologic studies and/or remedial measures if invalid or inaccurate data are submitted.
9. Within 30 days of discovery of a violation of an ambient groundwater quality standard at or beyond the Groundwater Management Zone boundary, the permittee shall notify NHDES in writing. Within 60 days of discovery, the permittee shall submit recommendations to correct the violation. NHDES shall approve the recommendations if NHDES determines that they will correct the violation.
10. All monitoring wells at the site shall be properly maintained and secured from unauthorized access or surface water infiltration.

ADDITIONAL CONDITION FOR LANDFILLS

11. The permittee shall maintain the capping system at the facility so that it continues to meet the standards set forth in Env-Sw 805.10.

SPECIAL CONDITIONS FOR THIS PERMIT

12. Recorded property within the Groundwater Management Zone includes the lot as listed and described in the following table:

Tax Map / Lot No.	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 11 / Lot 19-1	Auburn Landfill Chester Turnpike Auburn, NH 03032	Town of Auburn P.O. Box 309 47 Chester Road Auburn, NH 03032	Book 296 / Page 1444

13. The permittee shall update the ownership information required by Env-Or 607.03(a)(20) for all properties within the Groundwater Management Zone prior to renewal of the Permit, or upon a recommendation for site closure.



Karlee A. Kenison, P.G., Administrator
Hazardous Waste Remediation Bureau
Waste Management Division

Any person aggrieved by any terms or conditions of this Permit may appeal to the N.H. Waste Management Council ("Council") by filing an appeal that meets the requirements specified in RSA 21-O:14 and the rules adopted by the Council, Env-WMC 200. The appeal must be filed **directly with the Council within 30 days** of the date of this decision and must set forth fully **every ground** upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council, including a link to the Council's rules, is available at <https://nhec.nh.gov/> (or more directly at <https://nhec.nh.gov/waste/index.htm>). Copies of the rules also are available from NHDES' Public Information Center at (603) 271-2975.

GWP-199002015-A-004

PLANNING BOARD
TOWN OF AUBURN

December 31, 2019

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

Re: Illsley Hill Subdivision
Copley Court, Tax Map 8, Lot 29
Surety Reduction Recommendation

Dear Mr. Eaton:

On December 4, 2019, the Planning Board voted to recommend The Board of Selectmen approve the reduction of surety currently held by the Town of Auburn in the amount of \$474,206.25. The recommendation is to reduce it by \$464,722.12 leaving a balance of \$9,484.13 to be held for 2-years for the required 2-year warranty surety for the road. I have attached a copy of the minutes of that meeting for your review along with Stantec's recommendation letter dated December 16, 2019.

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

Mr. Poltak thanked Dr. Smiley and Mrs. Smiley for their presentation and they exited the meeting. Mr. Poltak went on to remind the Board that, the first meeting in January which is scheduled for January 8th they have reserved for the Public Hearing for the Zoning Ordinance for the "55 and Older Zoning Ordinance" that will replace the Elderly Ordinance.

Mr. Poltak moved on to the reduction in surety for both Illsley Hill (Copley Court) and Tilton Place (Nathaniel Way).

GENERAL BUSINESS

Illsley Hill Subdivision – Copley Court Surety Reduction

Mr. Poltak handed the letter over to Mr. Grillo for a motion to reduce the surety for the above referenced subdivision.

Mr. Grillo made a motion to reduce the surety being held for Illsley Hill Subdivision – Copley Court from \$474,206.25 to \$9,484.13 to be held for the 2-year maintenance surety period. Mr. Rolfe seconded the motion. A vote was taken; all were in favor and the motion passed.

Tilton Place Subdivision – Nathaniel Way Surety Reduction

Mr. Poltak handed the letter over to Mr. Grillo for a motion to reduce the surety for the above referenced subdivision.

Mr. Grillo made a motion to reduce the surety being held for Tilton Place Subdivision – Nathaniel Way from \$997,420.30 to \$19,948.41 to be held for the 2-year maintenance surety period. Mr. Porter seconded the motion. A vote was taken; all were in favor and the motion passed.

Mr. Poltak wanted to update the Board with regard to these two actions above which the Planning Board has approved the roads and that the roads have also been accepted by the Board of Selectmen. The reduction now will be held for the 2-years.

OTHER BUSINESS

Mr. Poltak asked if there was any new business to take care of. None were noted. At this time, Mr. Poltak moved on to ask for a motion to adjourn.



Legal Entity
Address

December 16, 2019
File: 195112808

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

Dear Mr. Poltak:

**Reference: Auburn, NH
Illsley Hill Subdivision – Copley Court
Roadway As-built Plan Review
Road Acceptance & Surety Recommendation**

We visited the subject project on October 29, 2019 to view the completion status of the work. We viewed the project with Mike Dross, Rick Eaton, Carrie Cote, Denise Royce, and Keith Martel (Developer). Based on observations made during our visit, the roadway, the related drainage infrastructure, and the fire cistern have been satisfactorily completed, with the exception of the following items:

1. Several patches of loam that were recently seeded and have not been fully stabilized with vegetation
2. Clean and re-riprap the roadside ditch at house #40
3. All driveway and drainage culverts must be cleaned
4. Smooth out the tire ruts and silt fence removal damage near the detention basin at the project entrance
5. Pick up trash/debris in swale at project entrance
6. Clean out debris in front of trash rack for pond structure at project entrance
7. Install a "No Outlet" sign (same as the sign previously installed at Tilton Place)

During a subsequent site walk on November 14, 2019 we noted that the above-noted items had been addressed, with the exception of the final stabilization of the loamed areas.

Stantec has reviewed and we take no exception to the as-built and property/ROW monumentation plans, prepared by Promised Land Survey, LLC (PLS), dated December 10, 2019 and the P.E. certification letter, prepared by The Dubey Group, Inc. (TDG), dated December 12, 2019. In addition, we confirmed with the Planning Department that the written roadway deeds and associated easements were submitted by the Developer and have been approved by the Town's legal counsel.

The regulations require that maintenance surety be provided for a period of two years



December 16, 2019
Mr. Ron Poltak, Chairman
Page 2 of 2

**Reference: Auburn, NH
Illsley Hill Subdivision – Copley Court
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from the date of the completion of the roadway work. The amount of the maintenance surety must be 2% of the total estimated surety of \$474,206.25 (estimate attached), or \$9,484.13. We recommend that the current surety be reduced to \$9,484.13 for the remainder of the 2-year maintenance surety period, which will be completed on November 14, 2021.

In addition to the maintenance surety, we recommend that an additional \$1,500 in surety be held until the noted areas of loam have been fully established with vegetation.

Based on the above information, we recommend the Planning Board recommend that the Board of Selectmen accept the referenced roadway.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

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

Attachment: Original Surety Estimate

c: Keith Martel, Owner
Rick Eaton, BOS Chairman
Bill Herman, Town Administrator
Mike Dross, Road Agent
Carrie Cote, Building Inspector

TOWN OF AUBURN, NEW HAMPSHIRE
SUBDIVISION IMPROVEMENTS SURETY ESTIMATE WORKSHEET

Tax Map 8 / Lot 29

Name of Project: Illsley Hill Subdivision - Approx. 1,250 lf

Date: January 2, 2013

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Site Work				
a Clearing & Grubbing	2.5	Acre	\$8,450.00	\$21,125.00
b Excavation	8,500	C.Y.	\$4.00	\$34,000.00
c Erosion Control	860	L.F.	\$5.00	\$4,300.00
2 Paving				
a Bank Run Gravel	1,324	C.Y.	\$18.00	\$23,832.00
b Crushed Gravel	662	C.Y.	\$24.00	\$15,888.00
c 2" Binder Course Pavement	348	TON	\$85.00	\$29,580.00
d 3/4" Crushed Gravel (Shoulders)	77	C.Y.	\$35.00	\$2,695.00
e 1" Finish Course Pavement	183	TON	\$85.00	\$15,555.00
f Striping (Stop Bars)	1	EA.	\$250.00	\$250.00
g Prep Work	1,235	L.F.	\$1.00	\$1,235.00
h Tack Coat	3,020	S.Y.	\$1.00	\$3,020.00
3 Drainage Work				
a 15" HDPE Pipe	403	L.F.	\$35.00	\$14,105.00
b 18" HDPE Pipe	40	L.F.	\$45.00	\$1,800.00
c 18" RCP Pipe	65	L.F.	\$80.00	\$5,200.00
d 6" HDPE Underdrain	1,950	L.F.	\$20.00	\$39,000.00
e 4' Dia. Catch Basins	4	EA.	\$2,500.00	\$10,000.00
f Detention Basins and Outlet Structures	2	EA.	\$10,000.00	\$20,000.00
g Rip Rap Swale	178	C.Y.	\$40.00	\$7,120.00
h Clean CB Sumps	4	EA.	\$400.00	\$1,600.00
4 On-site Improvements				
a Signs	3	EA.	\$150.00	\$450.00
b Bindered Driveway Apron w/Culvert	3	EA.	\$2,000.00	\$6,000.00
c Bindered Driveway Apron w/out Culvert	9	EA.	\$1,500.00	\$13,500.00
d Loam & Seed	5,070	S.Y.	\$4.00	\$20,280.00
e Stabilize Loam With Vegetation	6,750	S.Y.	\$1.50	\$10,125.00
f Cistern Vehicle Apron - 18" Gravel	70	C.Y.	\$24.00	\$1,680.00
g Cistern Vehicle Apron - 3.5" Pavement	25	TONS	\$85.00	\$2,125.00
h 20,000 Gallon Fire Cistern	1	EA.	\$60,000.00	\$60,000.00
5 Miscellaneous				
a Granite Bounds	52	EA.	\$200.00	\$10,400.00
b As-built plans	2	Sheets	\$1,250.00	\$2,500.00
c Deeds or Agreements	1	L.S.	\$2,000.00	\$2,000.00
SUBTOTAL:				\$379,365.00
6 Escalation Factor (10% of Subtotal)				\$37,936.50
7 Contingencies (15% of Subtotal)				\$56,904.75
TOTAL:				\$474,206.25

PLANNING BOARD
TOWN OF AUBURN

December 31, 2019

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

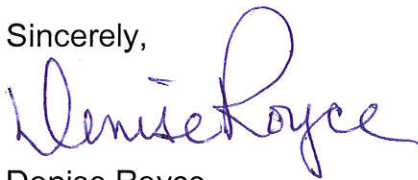
Re: Tilton Place Subdivision
Nathaniel Way, Tax Map 5, Lot 104
Surety Reduction Recommendation

Dear Mr. Eaton:

On December 4, 2019, the Planning Board voted to recommend The Board of Selectmen approve the reduction of surety currently held by the Town of Auburn in the amount of \$997,420.30. The recommendation is to reduce it by \$977,471.89 leaving a balance of \$19,948.41 to be held for 2-years for the required 2-year warranty surety for the road. I have attached a copy of the minutes of that meeting for your review along with Stantec's recommendation letter dated December 16, 2019.

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

Mr. Poltak thanked Dr. Smiley and Mrs. Smiley for their presentation and they exited the meeting. Mr. Poltak went on to remind the Board that, the first meeting in January which is scheduled for January 8th they have reserved for the Public Hearing for the Zoning Ordinance for the "55 and Older Zoning Ordinance" that will replace the Elderly Ordinance.

Mr. Poltak moved on to the reduction in surety for both Illsley Hill (Copley Court) and Tilton Place (Nathaniel Way).

GENERAL BUSINESS

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Mr. Poltak wanted to update the Board with regard to these two actions above which the Planning Board has approved the roads and that the roads have also been accepted by the Board of Selectmen. The reduction now will be held for the 2-years.

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December 16, 2019
File: 195112808

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
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Dear Mr. Poltak:

**Reference: Auburn, NH
Tilton Place Subdivision – Nathaniel Way
Roadway As-built Plan Review
Road Acceptance & Surety Recommendation**

We visited the subject project on October 29, 2019 to view the completion status of the work. We viewed the project with Mike Dross, Rick Eaton, Carrie Cote, Denise Royce, and Keith Martel (Developer). Based on our observations made during our visit, the roadway, the related drainage infrastructure, and the fire cistern have been satisfactorily completed, with the exception of the following items:

- All driveway and drainage culverts must be cleaned
- Clean all CB's
- Replace damaged guardrail
- Remove exposed section of underdrain pipe at inlet of box culvert
- Remove the check dam behind guardrail

During a subsequent site walk on November 14, 2019 we noted that the above-noted items had been addressed.

Stantec has reviewed and we take no exception to the as-built and property/ROW monumentation plans, prepared by Promised Land Survey, LLC (PLS), dated October 30, 2019 and the P.E. certification letter, prepared by The Dubey Group, Inc. (TDG), dated December 12, 2019. In addition, we confirmed with the Planning Department that the written roadway deeds and associated easements were submitted by the Developer and have been approved by the Town's legal counsel.

The regulations require that maintenance surety be provided for a period of two years from the date of the completion of the roadway work. The amount of the maintenance surety must be 2% of the total estimated surety of \$997,420.30 (estimate attached), or \$19,948.41. We recommend that the current surety be reduced to \$19,948.41 for the remainder of the 2-year maintenance surety period, which will be completed on November 14, 2021.



December 16, 2019
Mr. Ron Poltak, Chairman
Page 2 of 2

**Reference: Auburn, NH
Tilton Place Subdivision – Nathaniel Way
Roadway As-built Plan Review
Road Acceptance & Surety Recommendation**

Based on the above information, we recommend the Planning Board recommend that the Board of Selectmen accept the referenced roadway.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

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

Attachment: Original Surety Estimate

c: Keith Martel, Owner
Rick Eaton, BOS Chairman
Bill Herman, Town Administrator
Mike Dross, Road Agent
Carrie Cote, Building Inspector

TOWN OF AUBURN, NEW HAMPSHIRE
ROADWAY IMPROVEMENTS SURETY ESTIMATE WORKSHEET

Tax Map 5 / Lot 104

Name of Project: Tilton Place Subdivision - 2,667 LF

Date: December 20, 2013

ITEM	QUANTITY	MEASURE	UNIT PRICE	TOTAL PRICE
1 Site Work				
a Clearing & Grubbing	4.2	Acre	\$8,450.00	\$35,490.00
b Excavation	14,500	C.Y.	\$4.00	\$58,000.00
c Ledge - 10% of Excavation	1,450	C.Y.	\$45.00	\$65,250.00
d Grading	6,520	S.Y.	\$0.50	\$3,260.00
e Erosion Control	1,580	L.F.	\$5.00	\$7,900.00
f Construction Entrance	1	L.S.	\$2,500.00	\$2,500.00
2 Paving				
a Bank Run Gravel	4,543	C.Y.	\$18.00	\$81,774.00
b Crushed Gravel	1,697	C.Y.	\$24.00	\$40,728.00
c Shoulder Gravel	263	CY	\$34.00	\$8,942.00
d 2" Binder Course Pavement	1,025	TON	\$85.00	\$87,125.00
e 1" Finish Course Pavement	371	TON	\$85.00	\$31,535.00
f Prep & Tack Coat	6,520	S.Y.	\$0.50	\$3,260.00
3 Drainage Work				
a 18" HDPE Pipe	156	L.F.	\$45.00	\$7,020.00
b 24" HDPE Pipe	424	L.F.	\$60.00	\$25,440.00
c 30" HDPE Pipe	115	L.F.	\$70.00	\$8,050.00
d 4' Dia. Catch Basins	5	EA.	\$2,500.00	\$12,500.00
e 6' Dia. Catch Basins	1	EA.	\$3,500.00	\$3,500.00
f Headwalls	2	EA.	\$1,800.00	\$3,600.00
g Flared End Section	6	EA.	\$800.00	\$4,800.00
h Treatment Swales	3	EA.	\$1,500.00	\$4,500.00
i Detention Basin W/ Outlet Structure & Access	1	EA.	\$9,500.00	\$9,500.00
j Rip Rap Swales W/ Fabric	2,000	L.F.	\$10.00	\$20,000.00
k Rip Rap/Filter Fabric For Outlets	40	C.Y.	\$40.00	\$1,600.00
l Underdrain	900	L.F.	\$22.00	\$19,800.00
m Precast Box Culvert W/ Wing Walls	1	LS	\$80,000.00	\$80,000.00
4 On-site Improvements				
a Signs	4	EA.	\$150.00	\$600.00
b Guardrail	914	L.F.	\$22.00	\$20,108.00
c EGERT Terminal Ends	10	EA.	\$1,750.00	\$17,500.00
d Loam & Seed	9,660	S.Y.	\$4.00	\$38,640.00
e Electrical Utilities	3,000	L.F.	\$20.00	\$60,000.00
f 30,000 Gal Fire Cistern	30,000	GAL	\$2.75	\$82,500.00
5 Miscellaneous				
a Granite Bounds	70	EA.	\$200.00	\$14,000.00
b Iron Pins / Drill Holes	14	EA.	\$100.00	\$1,400.00
c As-built plans	4	Sheets	\$1,000.00	\$4,000.00
d Deeds or Agreements	1	L.S.	\$2,500.00	\$2,500.00
SUBTOTAL:				\$867,322.00
6 Contingencies (15% of Subtotal)				\$130,098.30
TOTAL:				\$997,420.30

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 31, 2019

Re: "State of the Town" Presentation

In advance of the February 1st Town Deliberative Session, we wanted to get the Board's take on the potential "State of the Town" presentation the Board has indicated they were interested in presenting to the voters at this meeting. My overall understanding is the Board is interested in having a high level, approximate 10-minute presentation on highlights of the year that will be presented by either a designated Selectman or portions presented by all three Selectmen.

For discussion purposes, a rough outline of the contents could include:

Highlights of 2019:

- Appointment of Police Chief / Re-appointment of Fire Chief
- Addition to Police Department
- Lights at Eddows Field.
- AFD Rescue Vehicle
- Road Projects and Addition of New Roads
- New Radar Trailer for APD
- Acceptance of Robie Burial Ground
- Conservation Efforts / Sanborn Property
- State Municipal Aid Funds
- Comings and Goings (Resignations, Retirements & Appointments)
- Snapshot of Budget and Tax Rate

Ahead for 2020:

- Projects Driving Building Fund – Pingree Hill Station & Safety Complex Insulation
- 55 and Over Zoning Ordinance
- Per Diem Firefighters to Address Scheduling
- Major Pingree Hill Road Project
- Complete Design Work for Griffin Mill Bridge Replacement
- Storage Garage Building Funded by State Municipal Aid Funds
- Evaluation of Library Land and Building
- Auburn's 175th Anniversary
- Snapshot of Budget and Anticipated Tax Rate Impact

We will assemble text, graphics and some photos to put together a PowerPoint presentation of the material the Board wants to include in this presentation.

Thank you for your consideration.

David + Carol Rogers
166 Rockingham Road
Auburn, NH 03032
627-1036

December 17, 2019

DEC 20 2019

Auburn Board of Selectmen
Mr. Rick Eaton
PO Box 309
Auburn, NH 03032

Mr. Eaton,

Concerning my meeting with you on November 25 about the Marion Heald
Scholarship Foundation money.

The board of directors have approved the removal of funds from Nationwide and
transferring same to you to be set up as a separate account with the Auburn
Trust Fund. This money will not be used for anything except the yearly
withdrawal on May first of \$1,000.00 made payable to "Auburn Dollars for
Scholars". I understand that this will only happen if the town votes to accept the
transfer.

Thanks for your help
Dave Rogers
Treasurer for the MHSF.

Dave Rogers

Town of Auburn

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E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator
Date: December 23, 2019
Re: Lawn Care and Maintenance Proposals

Earlier this month, the Town and School District received a total of four proposals for lawn care and maintenance service in 2020 as of the December 4th deadline for submission, and a fifth proposal received on December 9th. This is the second time we had placed a combined solicitation for all Town properties, the two cemeteries and the school district property.

At the Board's December 9th meeting, it was generally agreed by the Board members the proposal submitted late could not be under active consideration.

On December 23rd, Cemetery Trustees Don Dollard and Jim Thompson, Parks & Recreation Coordinator Amy Lachance, P&R Facilities Manager Mike Dobmeier and I interviewed representatives of the two firms who submitted the lowest overall proposals – Parker Landscapes of Bedford (\$42,500) and Plazascapes of Auburn (\$49,160).

Of the two firms interviewed, it was felt that both firms are capable, professional and they understood the Town's proposal and requirements. Both conveyed confidence they would be able to meet the Town's expectations and would serve the Town well.

During the interview process, the Cemetery Trustees specifically asked questions of Parker Landscapes about the ability to perform the work required for both cemeteries at the \$6,000 figure in their proposal. Donny Parker reported they had discussed it internally and they are convinced they can meet the Town's expectations for that amount. Parker Landscapes has experience in Auburn as they had the Town contract from 2006 through 2013. Their work at that time included the Longmeadow Cemetery only.

With confidence that both firms are professional and capable to meet Auburn's needs, the sentiment is the decision boils down to experience with Auburn and money. With that determination, the unanimous consensus of the interview panel is that at least for the cemetery and Town properties, the contract should be awarded to Parker Landscapes of Bedford.

Thank you for your consideration.

TOWN OF AUBURN, NEW HAMPSHIRE

BID CANVAS REPORT

PROJECT: **Lawn Care and Maintenance Proposals**

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

Vendor	Bid Submitted
1) ASAP Landscape & Design, LLC Donald Westcott Bow	\$49,500 – 1 st Year \$48,500 – 2 nd Year \$47,500 – 3 rd 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	\$28,500.00
School District	\$ 8,000.00
Cemeteries	\$ 6,000.00
5) NH Core Properties, LLC Tom Carroll Manchester <u>(Received late on 12/9/2019)</u>	\$55,650.00
Town Properties	\$35,900.00
School District	\$ 7,250.00
Cemeteries	\$12,500.00

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 31, 2019

Re: February 2020 Meeting Schedule and Events

Scheduling for February Board meetings is a little bit different due to both election and holiday schedules.

For an advance look and discussion, it would appear that February's schedule would include the following:

Saturday, February 1st – School District and Town Deliberative Sessions

Monday, February 3rd – Snow Date – School District & Town Deliberative Sessions

Monday, February 10th – Board of Selectmen's Meeting – 7:00 PM

Tuesday, February 11th – Presidential Primary Election - 7:00 AM to 7:00 PM

Monday, February 17th – Martin Luther King Holiday

Monday, February 24th – Board of Selectmen's Meeting – 7:00 PM

Thank you for your consideration.

Safety Complex Estimate for Addition to the Police Department

	<u>Estimate</u>	<u>Used</u>	<u>Left</u>	
1. Foundation With Concrete:	\$5,000.00	\$5,000.00	\$0.00	
2. Insulation For Foundation:	\$400.00	\$317.95	\$82.05	
3. Concrete Slab With Concrete:	\$1,750.00	\$1,950.00	\$200.00	\$200 added \$1,950
4. Lumber & Trusses:	\$7,584.00	\$6,184.36	\$1,399.64	
5. Framing Labor:	\$10,500.00	\$10,400.00	\$100.00	
6. Siding Material & Labor:	\$3,100.00	\$2,423.73	\$676.27	
7. Roofing Material & Labor:	\$12,000.00	\$9,894.30	\$2,105.70	
8. Double Doors For Storage Area:	\$1,451.00	\$1,450.32	\$0.68	
9. Move A/C Condensor:	\$2,915.00	\$2,915.00	\$0.00	
10. Paint Trim Boards:	\$1,000.00	\$80.05	\$919.95	
11. Dumpster:	\$1,500.00	\$638.00	\$862.00	
12. Forklift Rental	\$0.00	\$1,264.40	\$1,264.40	New Line \$1,264.40
	Total \$47,200.00	Used \$42,518.11	Left \$4,681.89	

Safety Complex Estimate for Addition to Police Department

	Estimate		Used		Left
FRAMING INTERIOR	\$1,800.00		\$1,800.00		\$0.00
LUMBER	\$600.00		\$559.81		\$40.19
HEATING	\$5,125.00		\$5,125.00		\$0.00
BENSON'S 2 INTERIOR DOORS	\$975.00		\$960.14		\$14.86
PLUMBER	\$6,060.00		\$6,060.00		\$0.00
ELECTRICIAN	\$4,434.95		\$4,434.95		\$0.00
INSULATION	\$2,200.00		\$2,020.00		\$180.00
DRYWALL	\$4,200.00		\$4,200.00		\$0.00
PAINTING	\$1,250.00		\$1,400.00		\$150.00
CABINETS	\$2,970.00		\$2,970.00		\$0.00
FLOORING	\$1,200.00		\$1,165.00		\$35.00
LOCKSETS	\$891.00		\$891.00		\$0.00
RANGE	\$550.00		\$503.98		\$46.02
DUMPSTER	\$1,500.00		\$410.00		\$1,090.00
MISCELLANEOUS	\$1,200.00		\$997.47		\$202.53
SUSPENDED CEILINGS	\$2,500.00		\$1,800.00		\$700.00
RAPAIRS TO A.C. LINE	\$932.80		\$932.80		\$0.00
PIPE FOR DRAINAGE	\$786.83		\$786.83		\$0.00
FIRE ALARMS	\$1,875.00		\$1,875.00		
	Total		Used		Left
	\$39,175.58		\$38,891.98		\$283.60

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

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Tax Collector Susan Jenkins, Road Agent Michael Dross, Tom LaCroix, Mark Ampuja, Keith Martel, Paula Marzloff, Michael Rolfe, Michael DiPietro, Fire Chief Michael Williams, Deputy Fire Chief Robert Seling, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Mr. Eaton called the meeting to order at 6:30 PM.

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

The dismissal, promotion or compensation of a public employee; the hiring of a public employee, and the reputation of someone other than a Board member.

Mr. Leclair motioned to go into non-public session at 6:30 PM pursuant to RSA 91-A: 3, II (a), (b) and (c). Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:30 PM.

Mr. Leclair motioned to come out of non-public at 6:49 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair motioned to seal the non-public minutes. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The Chairman recessed the meeting at 6:49 PM.

Call to Order – Pledge of Allegiance

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

Approval of Accounts Payable Manifest for the Week of December 16, 2019 - \$181,855.58

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of December 16, 2019 in the amount of \$181,855.58. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of December 16, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 16, 2019 some of which included: two (2) Abatement – Refund Requests six (6) pistol/revolver licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of December 16, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

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

Mr. Eaton opened the hearing at 7:02 PM by reading the Public Hearing notice for comments and questions.

Mr. Herman provided the Board with an email from Dan Tatem of Stantec and noted the escrow accounts are in good standing. Land Use Administrator Denise Royce provided a letter dated November 26, 2019 indicating the Planning Board met on November 20, 2019 and conditionally approved acceptance of both Copley Court and Nathaniel Way. A copy of the decision and meeting minutes were attached.

Mr. Bedard indicated he received feedback that people were looking forward to having the Town take over snow plowing.

Mr. Leclair noted the Road Agent, Fire Chief and Police Chief were all present and asked if any of them had any issues. Road Agent Dross noted he walked it earlier and there were only minor punch list items that had been addressed. Police and Fire had no issues.

Mr. Herman provided a copy of letters dated December 16, 2019 from Stantec which he noted the Planning Board had not seen yet, but they will act on them at its meeting on December 18th concerning reduction of surety for Nathaniel Way to \$19,948.41 and to \$9,484.13 for Copley Court for two-three years.

There being no public comments or questions, Mr. Eaton closed the public hearing at 7:05 PM.

Mr. Bedard motioned to accept Nathaniel Way as a Class V Road in the Town of Auburn. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to accept Copley Court as a Class V Road in the Town of Auburn. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Mark Ampuja – Conservation Commission Applicant

Mr. Ampuja appeared before the Board to be appointed an Alternate to the Conservation Commission. Mr. Eaton advised the Commission meets on the first Tuesdays of the month.

Mr. Leclair motioned to appoint Mark Ampuja as an Alternate member of the Conservation Commission with a term to expire in March 2021. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Ampuja took his oath of office and was congratulated by Mr. Eaton, Mr. Leclair and Mr. Bedard.

Fire Chief Mike Williams – Monthly Meeting

Fire Chief Williams presented the Department's monthly report for November 2019. Chief Williams indicated there were a total of 48 calls for service. Some of the highlights of his report included crews assisting with the annual Christmas tree lighting, Lt. Szatynski and FF Campbell

assisting with handing out Thanksgiving baskets to residents in town, working on the medical resource hospital agreement with Elliot Hospital which entails what is expected from responders, having the Elliot Hospital training staff come to do training, and working on fire alarm regulations/ordinance to update the new state fire code adopted in the Fall. Mr. Herman noted the process would involve a public hearing and he would need Chief Williams to notify him ten days prior to holding the public hearing.

Chief Williams addressed the multiple false alarms recently on Dartmouth Drive but did not think there were enough habitual offenders to warrant penalties in the ordinance.

Chief Williams reported the new rescue vehicle is in service and the Selectmen recommended having it on display to the public at the Deliberative Session on February 1st.

Chief Williams indicated there is an active shooter training for the fire and police departments on January 18, 2019 at 7 AM at the Auburn Village School.

Chief Williams reported state inspections went well and all equipment passed, two tires were replaced, some lights and back-up alarm.

Chief Williams indicated automatic response has been set up with Candia to cover Route 101.

Mr. Leclair noted a Budget Committee member asked about peak coverage data. Chief Williams will provide the annual summary which includes the times of day.

New Business

Bid for former Fire Department Rescue Vehicle

Mr. Herman provided a copy of the Public Notice of Sale relative to the Department's 2004 Ford F-550 4x4 with 76,427 miles in "as is" condition and noted a sole bid was received by the December 12, 2019 deadline of \$2,601. Mr. Herman advised options included accepting the bid, sending it to state auction in the spring or using an online auction venue. Chief Williams indicated the offer was reasonable, and Mr. Eaton and Mr. Leclair agreed.

Mr. Leclair motioned to accept the bid of \$2,601 for the 2004 Ford F-550 4x4 Cab, Chassis and Box Body. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Selectmen's Report for Town Report

Mr. Herman provided a copy of a proposed annual report of the Board of Selectmen. Mr. Leclair, Mr. Bedard and Mr. Eaton stated it looked good and had no changes.

2020 Paving Prices

Mr. Herman provided the Board with a copy of the December 12, 2019 letter from Advanced Excavating & Paving reflecting the 2020 Paving Prices.

Mr. Leclair noted machine paving was up \$2/ton over last year for binding and top coat.

Mr. Leclair motioned to accept the 2020 Paving Prices as presented by Advanced Excavating & Paving in their December 12, 2019 proposal. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Status of FY2020 Budget and Town Meeting Warrant

Mr. Herman provided a Memorandum dated December 13, 2019 relative to the Warrant Article for Town Buildings Capital Reserve Funds. He memorialized the discussions of the Budget Committee at their December 12th meeting wherein they proposed adding the \$28,000 proposed for the repairs at Pingree Hill Fire Station to the \$70,000 proposed to be raised for the Town Building Capital Reserve Fund, increasing that to a total of \$98,000. The Budget Committee approved the sum of \$1.00 for the operating budget for improvements at Pingree Station, and indicated they did not support having these funds in the operating budget.

Mr. Herman noted there were three potential methods to achieve this funding mechanism and, after discussion, the Board agreed to increase the amount requested for the Town Building Capital Reserve Fund from \$70,000 to \$98,000 rather than having those funds appear in the operating budget.

Mr. Leclair indicated the goal was having \$100,000 in the Town Building Capital Reserve Fund without pre-spending it and being down to \$65,000. Mr. Bedard asked if it would come from undesignated funds rather than new taxes and Mr. Herman indicated yes.

Mrs. Marzloff noted the Budget Committee plans to meet a half hour before the January 16th public hearing on the budget and specifically tabled this item until then.

Mr. Leclair motioned to change the Warrant Article to increase the Town Building Capital Reserve Fund from \$70,000 to \$98,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Eaton noted the Budget Committee had reduced the Recreation Improvement line from \$5,700 to \$3,700 and asked what the change was. Mr. Leclair indicated the Budget Committee reduced the \$4,000 for the 10'x15' Parks & Recreation shed to \$2,000 as a fail safe in the event the garage storage building article did not pass. The \$2,000 would enable the rental of storage space to get items out of individual's homes and garages.

Mr. Leclair indicated the estimated FY2020 Town portion of the tax rate, based on the work done by the Selectmen and Budget Committee, would reflect a \$0.15 decrease.

Waste Oil Collection at Town Highway Garage

Mr. Herman provided a Memorandum dated December 11, 2019 concerning Waste Oil Collection at the Town Highway Garage as a follow-up to discussions at the December 9th Board of Selectmen's meeting. Mr. Magnusson of Waste Management provided data collection information and the photograph of the current facility attached. Waste Management cancelled the December 7th collection due to the condition of the facility and the snow load on the roof.

Mr. Leclair noted 51 residents use the facility in addition to waste oil being dropped at other locations as noted by Road Agent Dross. Mr. Leclair recommended addressing the facility issue in the spring.

Addition to Police Department

Mr. Eaton indicated the addition to the Police Department is done and came in \$283.60 under budget. Chief Pelton noted the Department is working on moving items in the new space.

Mr. Eaton would like to approve \$300 in addition to the \$283.60 remaining in order to paint the room where the filing system is going. Mr. Leclair noted he was not opposed, and Mr. Herman indicated they could find the funds within the operating budget. The bench on the floor will need to be removed. The Fire Department will assist with that. Mr. Eaton will schedule the painters for the week of the January 6th.

Mr. Eaton reported the Police Department has all new LED lights throughout and questioned whether the training room had been painted? Mr. Leclair noted the trustees were going to and Mrs. LaChance has been unable to schedule them. Ceiling tiles also need to be replaced in the training room. Mr. Eaton indicated the training room will be the only room left, besides the apparatus bays that do not have LED lighting. Mr. Eaton ball parked an estimate of \$2,500 total. Mr. Leclair indicated he would like to see it get done. Mr. Bedard agreed and recommended Mr. Eaton get some prices.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair indicated the Planning Board meets on Wednesday.

Mr. Leclair would like to respond to Mr. Dandrade's concern about Cohas Brook. Mr. DiPietro recommending getting records of any other complaints although it was doubtful anyone was impacted as much, but it could be a safety issue.

Other Business

Mr. Bedard, in reviewing invoices, questioned how many internet and phone vendors the Town had and if there were different vendors for all departments. Mr. Herman indicated Comcast was the primary internet/phone service provider for the Town with the other vendors being sole service lines for Rockingham County Dispatch and he believed Derry Dispatch.

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 6, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the December 6, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A: 3, II (c) -- reputation of someone other than a Board Member

Mr. Leclair motioned to go into non-public session at 7:48 PM pursuant to RSA 91-A: 3, II (c) -- reputation of someone other than a board member. Mr. Bedard seconded the

motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes and Mr. Bedard – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:48 PM.

Mr. Leclair motioned to come out of non-public at 8:12 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:12 PM.

Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:12 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary