

**Town of Auburn
Board of Selectmen
February 10, 2020
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of February 3, 2020 -- \$48,445.92
Approval of Election Payroll Manifest for the Week of February 3, 2019 -- \$2,050.00
Approval of Accounts Payable Manifest for the Week of February 10, 2020
Approval of Consent Agenda – Week of February 10, 2020

() Appointments with the Board

Griffin Mill Bridge – Rene LaBranche and Dan Tatem

() New Business

Resignation and Appointment / Town Treasurer
Resignation and Appointment / Library Trustee
Withdrawal Request / Police Detail Revolving Fund
2019 Encumbered Funds
Surety Reduction Recommendation – Crown Energy Solutions, LLC
Surety Reduction Recommendation – 254 Realty Holdings, LLC
Auburn 175th Anniversary

() Old Business

Painting of Safety Complex Training Room / Funding for Project
Lawn Mowing Contract for 2020

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Tuesday, February 11, 2020 – Presidential Primary Election, Auburn Village School – 7:00 AM
Monday, February 24, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, March 9, 2020 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

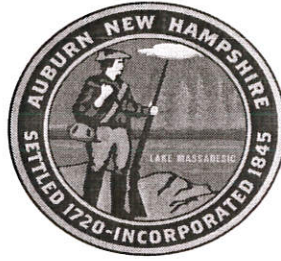
- January 27, 2020 Public Meeting
- January 27, 2020 Non-Public Meeting (x2)

() Adjourn

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

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 31, 2020

Re: Town Treasurer Vacancy

As of February 1, 2020, Walter Milne resigned his position as Town Treasurer in order to accept the position of Deputy Tax Collector. Attached is a copy of Walter's letter of resignation.

Walter's term of office was due to expire in March 2020 and, as of the close of the filing period, there was one candidate for the position, which is former Town Treasurer Christine Soucie, who is also currently the Finance Director for the Town of Hooksett.

For the official record, it would be appropriate for the Board of Selectmen to accept the resignation of an elected Town official. An appropriate motion for the Board would be:

Move to accept with regret the resignation of Walter Milne as Town Treasurer effective at the close of business on January 31, 2020.

The Board is the appointing authority to fill a vacancy in the position of Town Treasurer. Ms. Soucie has indicated she would be willing to be appointed to fill the remainder of Mr. Milne's term of office should that be desired by the Board of Selectmen.

Should the Board be agreeable to that offer, an appropriate motion for the Board would be as follows:

Move to appoint Christine Soucie to fill the remainder of the term of office of Walter Milne as Auburn Town Treasurer, term to expire in March 2020.

Thank you for your consideration.

Attachments

To: The Town of Auburn Board of Selectmen
From: Walter P Milne
Date: 1/31/2020
RE: Resignation of Treasurer position

I hereby resign my position as Treasurer effective at the end of business today. Thank you for the opportunity to serve the Town and I look forward to serving the Town in a different capacity.

Respectfully submitted -

A handwritten signature in cursive script, appearing to read "Walter P. Milne". The signature is written in dark ink and is positioned below the "Respectfully submitted -" line.

APPOINTMENT OATH OF OFFICE

To Christine S. Soucie of Auburn in the County of Rockingham

WHEREAS, there is a vacancy in the position of Town Treasurer 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, **Christine S. Soucie as Town Treasurer** 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 2020, or upon the selection of your successor.

Given under our hands this 1st day of February 2020

Selectmen of the Town of Auburn

"I, Christine S. Soucie, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Town Treasurer 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, Christine S. Soucie took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ____ day of _____ of 2020

.....
Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

.....
Kathleen A. Sylvia, Town Clerk

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 31, 2020

Re: Library Trustee Vacancy

As of January 20, 2020, Joseph Forest resigned his position as a Trustee of the Library for the Griffin Free Public Library. Attached is a copy of Joe's letter addressed to the Board of Trustees.

Joe's term of office was due to expire in March 2020 and, as of the close of the filing period, there was one candidate for the position, which is Marilyn Cavanaugh, who is currently an alternate Trustee.

For the official record, it would be appropriate for the Board of Selectmen to accept the resignation of an elected Town official. An appropriate motion for the Board would be:

Move to accept with regret the resignation of Joseph Forest as a Trustee of the Griffin Free Public Library effective January 20, 2020.

The Board is the appointing authority to fill a vacancy on the Board of Library Trustees, and the remaining Trustees are requesting the Board appoint Marilyn Cavanaugh to fill the remainder of Mr. Forest's term of office.

Should the Board be agreeable to that request, an appropriate motion for the Board would be as follows:

Move to appoint Marilyn Cavanaugh to fill the remainder of the term of office of Joseph Forest as a member of the Board of Library Trustees, term to expire in March 2020.

Thank you for your consideration.

Attachments

Joseph G. Forest
201 Wilsons Crossing Road
Auburn NH 03032-3706
603.289.1835
e-mail: joe_auburn@comcast.net

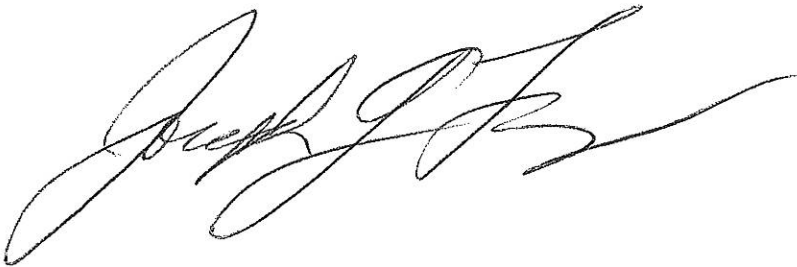
December 1, 2019

Board of Trustees
Griffin Free Public Library
Auburn NH

Dear Trustees,

Propriety demands that I formally notify you of what has been informally known for some time. I am resigning from the Board of Trustees effective January 20, 2020. To rephrase a famous American who once lived not too far from Auburn, I have promises I need to keep, and many miles to travel before I sleep.

But I will continue in my efforts to support this board and this library. And I look forward to a day when we will all be able to share a pleasant memory of having worked together to build this library into what it can and will become.

A handwritten signature in black ink, appearing to read 'Joe Forest', with a long, sweeping horizontal line extending to the right.

Joseph G. "Joe" Forest

Bill Herman

From: Nancy <n.mayland@comcast.net>
Sent: Wednesday, January 29, 2020 1:45 PM
To: Bill Herman
Subject: Marilyn

Hi Bill,

This is a request from the library board of trustees to the selectmen to appoint Marilyn Cavanagh to fill the remainder of Joe Forest's term as Library Trustee.

Please let me know if you need anything further.

Thank you,

Nancy. Sent from Xfinity Connect Application

APPOINTMENT OATH OF OFFICE

To Marilyn G. Cavanaugh of Auburn in the County of Rockingham

WHEREAS, there is a vacancy in the position of Library Trustee 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, **Marilyn G. Cavanaugh as Library Trustee** 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 in March 2020, or upon the selection of your successor.

Given under our hands this 10th day of February 2020

Selectmen of the Town of Auburn

"I, Marilyn G. Cavanaugh, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Library Trustee 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, Marilyn G. Cavanaugh took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ____ day of _____ of 20120

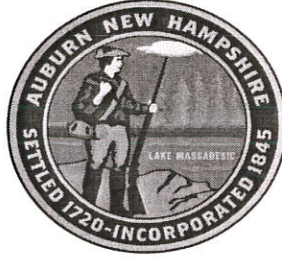
.....
Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

.....
Kathleen A. Sylvia, Town Clerk

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 28, 2020

Re: Withdrawal from Police Detail Revolving Fund

Police Chief Pelton is requesting the Board's approval for the withdrawal of a total of \$4,940.00 from the Police Detail Revolving Fund to cover the cost of two items – the purchase of seven (7) rifle sights in the amount of \$3,465.00 and \$1,475.00 which would fund the difference between repairing the garage door in the sally port and replacing the door.

Attached is the Chief's request and supporting materials for the Board's information.

Should the Board be in agreement with the Chief's proposal, the following motion would be appropriate:

Move to authorize the withdrawal of a total of \$4,940.00 from the Police Detail Revolving Fund to cover the expenses associated with the purchase of seven rifle sights and the replacement of the sally port garage door.

Thank you for your consideration.

Attachments



Charles Pelton
Chief of Police

AUBURN POLICE DEPARTMENT

55 EATON HILL ROAD, P.O. BOX 339
AUBURN, NEW HAMPSHIRE 03032

January 22, 2020

Bill Herman, CPM
Town Administrator
Town of Auburn
47 Chester Road
Auburn, NH 03032

Re: Authorization purchases from Police Detail Revolving Fund

Dear Bill,

The Auburn Police Department would like to purchase seven (7) rifle sights in the amount of \$3,465.00 and are requesting payment be taken from the Police Detail Revolving Fund. The sights will maximize the operator's peripheral vision, which allows for faster target acquisition and gives the operator greater control in the engagement zone.

In addition, we are requesting the amount of \$1,475.00 be taken from the fund. This amount represents the difference to replace, rather than repair the sally port garage door which was damaged in the accident. We believe it is important to upgrade the door for safety purposes.

Should you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Charles Pelton", with a long horizontal flourish extending to the right.

Charles Pelton, Chief
Auburn Police Department

Emergency
603-483-2922

Business
603-483-2134

Fax Number
603-483-2013

Overhead Door Company Of Manchester

10 Liberty Drive
Londonderry, NH 03053
Telephone: (603) 434-2911
Fax: (603) 434-4302

Div. of Maine Building Specialties Co.
Portland, ME
Portsmouth, NH
Augusta, ME
Manchester, NH

The Genuine. The Original.



Proposal #: 1-11428
Q 15292

PROPOSAL SUBMITTED TO: Town of Auburn				Date 1/8/2020		Attention Det. Calvin Kapos			
STREET 55 Eaton Hill Rd				Job Name Safety Complex 1- 16x8 592					
City Auburn		State NH	Zip Code 03032		Job Location Auburn				
Phone Number 603-483-2134		Fax Number		Job Phone ckapos@townofauburnnh.com					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	GLAZING	TRACK DESIGN	OPERATION	HEAD ROOM	COLOR
1	1	592	16' 0"	8' 0"	See below	Torsion	Reconnect	18"	White

FURNISH AND INSTALL:

The above sized 592 series "Thermacore" sectional door(s), as manufactured by the Overhead Door Corporation. Door standard features to include the following:
.016" thick roll-formed hot-dipped galvanized, ribbed face steel sections, with metal/foam/metal sandwich, foamed-in-place homogeneous CFC/HCFC free polyurethane insulation. Insulating values: R = 17.50, U = .057 Section thickness 2",

PROPOSAL TO INCLUDE THE FOLLOWING:

- Remove and dispose of door, tracks, springs, rollers, cables
- Thermacore series 592 with four 24" x 7" insulated lites in top section
- Bottom bulb-type gasket; between section gasket; perimeter vinyl weatherseal with gasket
- Solid shaft with 25,000 cycle springs
- Pneumatic reversing edge

- Garage needs to be clear for a safe installation. All electrical wiring, both low and high voltage, by others, if needed.

We hereby propose to complete in accordance with above specification, for the sum of:

Three Thousand Four Hundred Twenty Five Dollars and No Cents

\$ 3,425.00

Signature _____
Walter Faino

Direct Dial: 800-477-2911

TERMS AND CONDITIONS

Payment to be made as follows: Signed proposal

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.) Authorization is given for credit inquiries as needed for this contract.

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: _____

Signature

Title

Date of Acceptance

Overhead Door Company Of Manchester

10 Liberty Drive
Londonderry, NH 03053
Telephone: (603) 434-2911
Fax: (603) 434-4302

Div. of Maine Building Specialties Co.
Portland, ME
Portsmouth, NH
Augusta, ME
Manchester, NH

The Genuine. The Original.



Proposal #: 1-11427
Q 15287

PROPOSAL SUBMITTED TO: Town of Auburn				Date 1/7/2020		Attention Det. Calvin Kapos			
STREET 55 Eaton Hill Rd				Job Name Sally Door 16 x 24" 2 sections					
City Auburn		State NH	Zip Code 03032		Job Location Auburn				
Phone Number 603-483-2134		Fax Number		Job Phone ckapos@townofauburnnh.com					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
1	2	592R	16' 0"	24"					

FURNISH AND INSTALL:

592 Series Thermacore Ribbed (2") Comm. Replacement Section.

PROPOSAL TO INCLUDE THE FOLLOWING:

- Item 1 above to feature the following:
- Weatherstrip on bottom section.
 - Pneumatic reversing edge

We hereby propose to complete in accordance with above specification, for the sum of:

One Thousand Nine Hundred Fifty Dollars and No Cents

\$ 1,950.00

Signature

Walter Faino

Direct Dial: 800-477-2911

TERMS AND CONDITIONS

Payment to be made as follows: Signed proposal

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jamb, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.) Authorization is given for credit inquiries as needed for this contract.

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: _____

Signature

Title

Date of Acceptance

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: January 31, 2019

Re: 2019 Encumbered Funds

Finance Director Adele Frisella has developed the attached report and supporting information for the amounts from the past year end as of December 31, 2019 to be encumbered for expenditure during the coming year of 2020.

Should the Board be in agreement with the Finance Director's proposal, the following motion would be appropriate:

Move to approve and authorize the encumbering of a total of \$145,759.00 in funds from the past year end of December 31, 2019 as detailed by the Finance Director in a report dated January 30, 2019.

Thank you for your consideration.

Attachments

MEMO

Date: January 30, 2019

To: Board of Selectmen

From: Adele A. Frisella
Finance Director

Re: 2019 Encumbered Amounts

This is to verify encumbered amounts from this past year end of December 31, 2019. These amounts represent expenditures not made before the end of 2019, but the projects had been agreed to in 2019, or prior. Griffin Mill Bridge is not anticipated to begin until July of 2020 with \$113,759 encumbered for 2019. The encumber amount from 2018 Longmeadow Trust of \$2,208.50 remains the same as there were no expenditures made in 2019. Should there be no expenditures made in 2020, we will simply return the money back to the Trust Fund. The Police Department have requested to encumber \$16,899.92 for a cruiser that had been ordered earlier in 2019 but will not be received until February 2020. There were three computers and monitors ordered December 11th, but only the monitors arrived before the end of 2019. The Wayne Eddows fence balance and the repair of the Highway Garage overhead doors remain outstanding at year end. These amounts were coming from the State of NH Municipal Aid Grant.

\$113,759.00	Road Recon/Griffin Bridge	01-4909-9-930-0
2,208.50	Longmeadow Cemetery	01-4195-5-580-1
16,899.92	Police Dept. Cruiser	01-4210-7-700-1
1,750.00	Computers (3)	01-4199-6-610-1
<u>11,171.83</u>	Fence & Garage Doors	01-3351-0-000-0
\$145,789.25		



AUBURN POLICE DEPARTMENT

55 EATON HILL ROAD, P.O. BOX 339
AUBURN, NEW HAMPSHIRE 03032

Charles Pelton
Chief of Police

December 4, 2019

Town of Auburn Selectmen
47 Chester Rd
Auburn, NH 03032

Subject: Encumbrance of Funds

Dear Selectmen,

Due to circumstance beyond the town's control the cruiser ordered in July 2019 and which we anticipated receiving in November, is now estimated to be delivered as late as February 2020.

For reference thereof, I have enclosed an email dated December 4, 2019, which updated the Auburn cruiser quote #93810 and email dated November 29, 2019 which outlines the expected delivery date.

I am requesting **\$16,899.92** be set aside and committed for the above-mentioned cruiser payment.

Thank you for your consideration of the enclosed documents and the encumbrment of said funds. Should you have any issues or concerns, please contact me at 483-2134.

Sincerely,

Charles Pelton, Chief
Auburn Police Department

Enc.

Emergency
603-483-2922

Business
603-483-2134

Fax Number
603-483-2013

► Step 6 of 6: Order Submitted

✓ Thank you for your order.

Your order summary is below. We're also sending a detailed confirmation to budgetfinance@townofauburnnh.com, and we'll send more emails as your items ship.

Order details

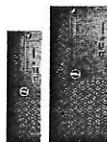
Your Dell Purchase ID: **2007186244227**

Order date: **12/11/2019**

Order total: **\$2,486.97**

Total savings: **\$1,018.71**

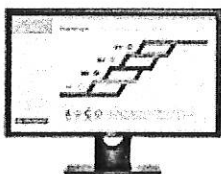
For order status and more information: view purchase details
([//www.dell.com/support/orders/Dpid/Details?sbdpid=2007186244227](http://www.dell.com/support/orders/Dpid/Details?sbdpid=2007186244227)).



OptiPlex 3070 Small Form Factor

Quantity 3

Get it by Monday, Dec 23



Dell 24 Monitor - E2417H

Quantity 3

Get it by Friday, Dec 27

► Show Order Details

What happens next:

- You will receive an email confirmation which includes important information and any order updates. ()
- You will receive your Dell Business Credit statement in the mail soon. Your payment is due approximately 45 days from today.
- Track your order through your Dell Account page. ([//www.dell.com/en-us/myaccount](http://www.dell.com/en-us/myaccount))
Don't have a Dell Account? Sign up now ([//www.dell.com/en-us/myaccount](http://www.dell.com/en-us/myaccount)) to track shipments and more.



DELL MARKETING L.P.
One Dell Way
Round Rock, TX 78682

FID Number: 74-2616805
For Sales: (800)274-1550
Customer Service: (800)274-1550
Technical Support: (800)274-1550
Dell Online: <http://www.dell.com>

Invoice

BILL TO:

TOWN OF AUBURN
ADELE FRISSELLA
PO BOX 309
AUBURN, NH 03032-0309

SHIP TO:

TOWN OF AUBURN
ADELE A FRISSELLA
47 CHESTER RD
AUBURN, NH 03032-3342

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION
VIEW YOUR ORDER DETAILS ONLINE

Invoice No:	10371247472	Customer No:	109786237	Order No:	582227640	Page 1 of 3
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Purchase Order:	1272020	Contract Number:	WN22AGW
Payment Terms:	Due 30 days from the invoice date	Waybill Number:	153499002966
Due Date:	02/28/2020	Order Date:	01/27/2020
Invoice Date:	01/29/2020	Sales Rep:	Steven Maldonado
Customer Agreement No:	-8001863	Shipped Via:	FEDERAL EXPRESS

Item Number	Description	Qty	Unit	Unit Price	Amount
210-ASBL	OptiPlex 3070 SFF BTX	3	EA	599.14	1,797.42
338-BRSX	System Service Tags:3DSHH13, 3DWGH13, 3DTGH13				
	Intel® Core™ i3-9100 (4 Cores/6MB/4T/3.6GHz to 4.2GHz/65W); supports Windows 10/Linux	3	EA	-	-
619-AHKN	Win 10 Pro 64 English, French, Spanish	3	EA	-	-
340-CKSZ	No AutoPilot	3	EA	-	-
658-BCSB	Microsoft(R) Office 30 Days Trial	3	EA	-	-
370-AEBK	8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC	3	EA	-	-
400-BEUQ	M.2 128GB PCIe NVMe Class 35 Solid State Drive	3	EA	-	-

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$6 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

USD	
Sub-Total:	\$ 1,797.42
Ship. &/or Handling:	\$ 0.00
ENVIRO FEE:	\$ 0.00
Taxable:	
\$ 1,797.42	Tax:
Non-Taxable:	\$ 0.00
\$ 0.00	
Invoice Total:	\$ 1,797.42



DETACH AT LINE AND RETURN WITH PAYMENT
Invoice No: 10371247472
Customer Name: TOWN OF AUBURN
Customer No: 109786237
PO No: 1272020
Order Number: 582227640

Make check payable / remit to :

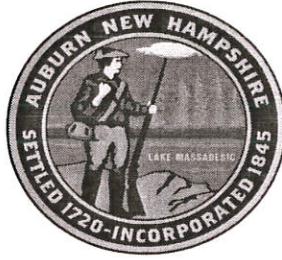
Dell Marketing L.P.
C/O Dell USA L.P.
PO Box 643561
Pittsburgh, PA 15264-3561

USD	
Sub-Total:	\$ 1,797.42
Ship. &/or Handling:	\$ 0.00
ENVIRO FEE:	\$ 0.00
Taxable:	
\$ 1,797.42	Tax:
Non-Taxable:	\$ 0.00
\$ 0.00	
Invoice Total:	\$ 1,797.42
Balance Due:	\$ 1,797.42
Amount Enclosed:	

0103712474720000000179742000001097862379

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: February 6, 2020

Re: Expense of Painting Safety Complex Training Room

At the Board's January 27th meeting, a contract was approved for the painting of the training room at the Safety Complex. The award was for Costello Painting and Home Repair of Auburn in the amount of \$1,025.00.

This work was scheduled to be performed on February 5th and 6th.

This project came up late in the year in 2019, and was not something that was specifically included in either the FY 2019 or FY 2020 budgets. We are assuming the Board intended to cover this expense from the Town Buildings Reserve Fund, but need to verify that for certainty.

Should this be the intent of the Board, the following motion would be appropriate:

Move to approve the withdrawal of \$1,025.00 from the Town Building Rehabilitation Capital Reserve Fund to cover the expense of painting the training room at the Safety Complex.

Thank you for your consideration.

Attachments

Costello Painting & Home Repair

45 Pasture Road
Auburn, NH 03032
(508) 654-4480
costellophr@gmail.com



Costello Painting
&
Home Repair

ADDRESS

Keith Leclair
Town of Auburn NH
47 Chester Rd
Auburn, NH 03032
United States

Estimate 1063**DATE** 01/24/2020

DATE	ACTIVITY	DESCRIPTION	AMOUNT
01/24/2020	Prep & Paint	Community Room - Prep walls, trim and doors - 2 coats of paint on the walls - 2 coats of paint on the trim and doors	800.00
01/24/2020	Materials	Paint and Materials	225.00

Keith,

Please let me know if you have any questions or need additional information.

Thanks,

Michael

TOTAL \$1,025.00

Accepted By

Accepted Date

PLANNING BOARD
TOWN OF AUBURN

January 29, 2020

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

Re: Crown Energy Solutions, LLC
692 Londonderry Turnpike, Tax Map 1, Lot 11
Surety Reduction and C.O. Recommendation

Dear Mr. Eaton:

On January 22, 2020, 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 \$85,382.00. The recommendation is to reduce it by \$82,882.00 leaving a balance of \$2,500.00. This remaining surety is for the completion of the As-Built Plan and monumentation certificate which is listed in Stantec's letter dated January 17, 2020. Stantec has also indicated that, upon receipt of the remaining work surety, they recommend that the Town issue the requested Certificate of Occupancy.

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

Sincerely,

A handwritten signature in cursive script that reads "Denise Royce". The signature is fluid and elegant, with a large initial 'D' and 'R'.

Denise Royce
Land Use Administrator

cc: Auburn Planning Board



January 17, 2020
File: 195113294

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

Dear Mr. Poltak,

**Reference: Auburn, NH
Crown Energy Site Plan
Surety Reduction and C.O. Recommendation**

At the request of the Building Department, we visited the subject site on December 16, 2019 to view the completion of the site work. While on-site we noted that the remaining work items appeared to have been completed. Considering this, the only outstanding work items are providing a stamped as-built plan and a stamped monumentation certificate for review and approval.

We recommend that the existing reclamation surety in the amount of \$85,382.00 be reduced to \$2,500 for the completion of the as-built plan and monumentation certificate. Upon receipt of the remaining work surety, we recommend that the Town issue the requested Certificate of Occupancy.

It should be noted that the delay in generating this letter, from the date of our site visit was due to the lack of escrow that was requested by the Town to complete the required site plan compliance monitoring of the project.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem", written over a horizontal line.

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

c. Shawn Thrasher, Owner
Carrie Cote, Building Inspector

**APPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
January 22, 2020**

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 7:00pm. Mr. Poltak asked the Board members to introduce themselves to everyone present at tonight's meeting. Mr. Poltak pointed out that, there were three (3) public hearings that were continued from last month scheduled for tonight's hearing along with two (2) general items on the agenda. Mr. Poltak moved on to approval of the January 8th meeting minutes.

MINUTES

Mr. Porter moved to approve the minutes for January 8th, 2020 as written. Mr. Rolfe seconded the motion. A vote was taken; all were in favor with Mr. Grillo abstaining, the motion passed.

At this time, Mr. Poltak informed the Board that, Mr. Tatem had sent him a 35-page lighting ordinance around 5:30pm today and would not be discussing that tonight. Mr. Leclair asked if a copy was sent out to the Board members. Mr. Poltak stated that he has not done that yet.

Mr. Poltak moved into the General Business section of the Agenda and indicated that he would take things out of order and began with the request for Crown Energy Solutions, LLC.

GENERAL BUSINESS

**Crown Energy Solutions, LLC
692 Londonderry Turnpike, Tax Map 1, Lot 11
Surety Reduction and C.O. Recommendation**

Mr. Poltak began by saying that there was a request for surety reduction for Crown Energy from \$85,382.00 down to \$2,500.00 along with a Certificate of Occupancy recommendation as the pavement was complete. 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 Crown Energy Solutions, LLC – 692 Londonderry Turnpike, Tax Map 1, Lot 11 from \$85,382.00 to \$2,500.00 for the completion of the As-Built plan and monumentation certificate. Mr. Porter seconded the motion. A vote was taken; all were in favor and the motion passed.

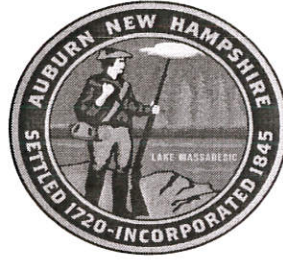
**NH Signs/Don Booth
On Behalf of CGI Business Solutions
5 Dartmouth Drive, Tax Map 6, Lot 18-2
Discuss Additional Signage on Building**

Mr. Poltak turned the meeting over to Mr. Booth of NH Signs who would be presenting on behalf of CGI Business Solutions. Mr. Booth passed out copies of what the sign would look like to each of the Board members. Mr. Booth asked the Board members to turn to the last page where it shows the size of the sign in total. Mr. Booth explained that, if you take the sign in two (2) components with the Logo as being one it would be 12.8 square feet and the Business Solutions part would be 11.0 square feet for a total of 23.7 square feet. It would be placed on the left-hand side of the building. Mr. Poltak wanted to explain to the Board about Dartmouth Drive and its location within the Industrial zone with regard to signage. Mr. Poltak went on to give a little history of Dartmouth Drive and stated that, back in April of 2000 there was a Planning Board meeting where a signage plan for the total development of Dartmouth Drive was agreed to by Elmer Pease who was the principal of that project and the Town of Auburn through its Planning Board for having continuity and consistency throughout the development. Mr. Poltak went on to explain that, since they had multiple floor buildings there and the issue was what type of signage would they allow given that they would have multiple tenants within a building.

Mr. Poltak moved on to read a section of the 2009 Zoning Ordinance where it says "Any increase in total combined square footage beyond sixty (60) square feet, and any increase beyond two signs, shall require a Special Exception from the Zoning Board of Adjustment". A brief discussion ensued with regard to the number of signs. Mr. Poltak did not have a problem with what they were proposing for signage but stated that, in the event someone else comes in to put up a sign on this building that they would have to go before the Zoning Board of Adjustment for a Special Exception. At this time, Mr. Poltak turned to the other Planning Board members and asked for their thoughts and opinions. Mr. Porter asked about the size. Mr. Booth directed the Board members to the graph on the last page and explained how he measured the sign. There were no further questions for Mr. Booth and therefore, Mr. Poltak asked the Board to move on this because he did not see any issues. Mr. Poltak recalled they were going to light this and wanted to ask Mr. Booth to work with Stantec because he did not want something that would have light spillage and also mentioned the number of lumens allowed within the Town of Auburn. Mr. Booth understood. Mr. Poltak again stated that, he would ask the Board members to make a motion to approve your request with the condition that they work with Stantec with regard to the intensity of the lighting. Mr. Booth again understood what Mr. Poltak was saying.

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: February 3, 2020

Re: Auburn 175th Anniversary

The Board has previously noted 2020 is Auburn's 175th Anniversary year and that some recognitions and celebrations of this historical anniversary would be appropriate for the Town to support.

It has been my impression the Board felt a series of smaller events or actions throughout the course of 2020 was a preferred course of action as opposed to hosting one big event.

The Board may want to consider developing a committee comprised of representatives of a number of community stakeholders, some of whom have identified the 175th Anniversary as something they also want to commemorate. The Committee may well serve as a coordinating and facilitating group overall.

Potential entities to be considered for inclusion in this type of coordinating committee could include:

- ❖ Auburn Historical Association
- ❖ Friends of the Griffin Public Library
- ❖ Auburn Parks & Recreation
- ❖ Auburn Village School
- ❖ Massabesic Seniors
- ❖ Auburn Fire Department
- ❖ Auburn Police Department
- ❖ Longmeadow Church
- ❖ Tower Hill Church
- ❖ Board of Selectmen

I am sure there are other entities that could be considered. This list is intended only to be a starting point for the Board's consideration.

Thank you for your consideration.

**Town of Auburn
Board of Selectmen
January 27, 2020
Minutes**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Paula Marzloff, Susan Goodhue, Michael Rolfe, Michael DiPietro, Russell Sullivan, Tax Collector Susan Jenkins, Town Treasurer Walter Milne, Town Moderator Jim Tillery, Deputy Fire Chief Bob Selinga, Fire Chief Michael Williams, Police Chief Ray Pelton, Town Clerk Kathy Sylvia, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Mr. Eaton convened the meeting at 6:45 PM.

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

Mr. Leclair motioned to go into non-public session at 6:45 PM pursuant to the provisions of RSA 91-A: 3, II (c) reputation of someone other than a member of the Board. Mr. Bedard seconded the motion. A roll vote was taken Mr. Eaton – yes, Mr. Leclair – yes, Mr. Bedard – yes. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 6:45 PM.

Mr. Leclair motioned to come out of non-public at 6:59 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 6:59 PM.

Call to Order – Pledge of Allegiance

Mr. Eaton called the public meeting to order at 7:01 PM and led the Pledge of Allegiance.

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.

Approval of Accounts Payable Manifest for the Week of January 13, 2020 - \$1,402,880.15

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of January 13, 2020 in the amount of \$1,402,880.15. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of January 20, 2020 - \$46,054.37

Mr. Leclair motioned to approve the Payroll Manifest for the week of January 20, 2020 in the amount of \$46,054.37. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of January 27, 2020 - \$152,626.50

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of January 27, 2020 in the amount of \$152,626.50. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of January 27, 2020

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of January 27, 2020 some of which included: 2020 Town Meeting Documents, one (1) Tax Collector Warrant/Land Use Change Tax, Correspondence from NH House Municipal & Government Committee, one (1) Renewal of Annual GIS Internet Services for Tax Maps, three (3) Applications for Property Tax/Veteran's Tax Credits, one (1) Application for Property Tax/Tax Credit for Service-Connected Total Disability, two (2) Abatement Applications, one (1) Notice of Intent to Cut Wood or Timber, one (1) US Department of Commerce 2020 Initial Boundary Validation Program Certificate, and nine (9) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of January 27, 2020.

Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Susan Jenkins and Walter Milne – Appointment of Deputy Tax Collector

Mr. Herman provided a Memorandum dated December 26, 2019 relative to the Deputy Tax Collector position. Tax Collector Susan Jenkins is nominating Walter Milne to serve in the position of Deputy Tax Collector effective February 1, 2020. Mr. Milne is currently serving as the Town Treasurer. Mr. Milne will resign the Town Treasurer's position as of February 1st. Former Town Treasurer Christine Soucie will be filing for election as Treasurer for the March elections. Should there be no other candidate up to the end of the filing period on January 31st she is also willing to accept appointment from the Board for the remainder of Mr. Milne's current term of office from February 1st to the March election.

Mr. Bedard motioned to appoint Walter Milne of Auburn as the Deputy Tax Collector effective February 1, 2020 and to initially set the position as a Labor Grade 4, Step 2 on the Town of Auburn Wage Schedule with consideration of an adjustment after six months. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Eaton administered the oath of office to Mr. Milne.

Town Moderator Jim Tillery – Review of Town Warrant & Deliberative Session

Mr. Tillery indicated he reviewed the warrant articles and the petitioned warrant article for February 1st Deliberative Session, and indicated all looked fairly straight forward. He anticipated the petition article for solar property tax exemption might have the most discussion. He noted the School District meeting will be going first this year and there are three warrant articles including the proposed escrow of \$750,000 from the sale of the Hooksett Road property the School District owns. Mr. Leclair indicated the real discussion will be concerning where those funds will go.

Mr. Herman indicated there will be a short presentation at the beginning of the Town meeting which Mr. Leclair felt would take 10 to 15 minutes including questions. Mr. Tillery indicated he met with the School Board who also has a presentation and he believes it will take place in the Cafeteria.

Fire Chief Michael Williams – Monthly Meeting

Fire Chief Williams presented his monthly report for December 2019. The Department responded to 59 incidents. Chief Williams wanted to congratulate Jim Thompson on his

retirement from the Auburn Fire Department effective January 1, 2020. Mr. Thompson has been a member of the Auburn Fire Department for over 34 years.

Chief Williams indicated the Department completed its annual SCBA flow testing on all SCBAs and there were no issues. During the month, Chief Williams reported he attended the Assistance to Firefighters Grant (AFG) webinar for upcoming federal grants and noted the grants are becoming smaller each year; the active shooter drill at the Auburn Village School with the Police Department; the Invention Convention at the Auburn Village School noting the kids did a good job, and the annual Auburn Fire Department Christmas party. Mike Sullivan has been promoted to EMS Lieutenant and brings a wealth of experience to the Department having retired from Boston EMS. Chief Williams completed the automatic response run card with Candia Fire for Route 101 emergencies. Manchester Fire Department has assigned Auburn to cover the new Engine 10/Mammoth Road route.

Mr. Eaton asked about the pumper that was going to be donated by Manchester. Chief Williams indicated the City fleet maintenance manager has determined the vehicle should be sold and the Auburn Firemen's Association may bid on it.

Chief Williams indicated Robert Evans started as a call firefighter over the weekend with the Auburn Fire Department.

New Business

Surety Reduction Recommendation – Liberty Woods Subdivision

Auburn Planning Board Administrator Denise Royce provided the Board with a letter dated January 13, 2020 relative to the Letter of Credit Acceptance for Liberty Woods subdivision on Dearborn Road along with a copy of the meeting minutes of the Planning Board's January 8, 2020 meeting where they voted to recommend the Selectmen accept the new LOC in the amount of \$175,890 which will replace the current LOC in the amount of \$176,572.00.

Mr. Bedard motioned to accept the Planning Board's recommendation to replace the \$176,572 Letter of Credit with a \$175,890 Letter of Credit for Liberty Woods, Map 8, Lot 42 to ensure completion as per surety letter dated November 27, 2019 from Stantec Consulting Services. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Report Art Contest Results

Mr. Herman reported there were 18 submissions for consideration in the Town Report Art Contest the Town has with the Auburn Village School. He indicated a panel of judges including Town Clerk Kathy Sylvia, Library Director Kathy Gowney and Art Instructor Jen Strabone met on January 22nd to select the top submissions. The four selected included 8th Grader Paige Sullivan in first place with her entry of "Scarecrows" which will appear on the cover of the Town Report. Eighth Grader Mia Paglierani placed second with her entry of "Chester Road", which will appear on the cover of the School District Report. Seventh Grader Sophie Hayes placed third for her entry of "Kayak on Massabesic and Fifth Grader Anne Stanton placed fourth for her entry entitled "Griffin Free Public Library". He said both of these will appear within the publication. An award presentation and letters of commendation will be presented to all participants at the March meeting of the Auburn School Board.

Old Business

Painting of Safety Complex Training Room

Mr. Eaton indicated three bids were received for painting the Training Room at the Safety Complex. The proposals included: Costello Painting & Home Repair, Auburn - \$1,025, J.E. Painting Plus of Candia - \$1,880 and Fosters Custom Builders of Auburn - \$2,100. The Board reviewed the submissions and agreed the lowest bid from Costello Painting & Home Repair.

Mr. Bedard motioned to accept the bid of Costello Painting & Home Repair for \$1,025. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Lawn Mowing Contract for 2020

Mr. Leclair indicated he would like more time to review the proposals and speak with the Auburn School Board to get more information.

Mr. Eaton and Mr. Leclair expressed concerns of the low bid for \$6,000 for the two cemeteries is way too low, with Mr. Eaton suggesting the spring clean-up alone would be \$500-\$600 per cemetery. The Board will discuss it further before making a decision.

Addition to Police Department

Mr. Eaton noted the addition is finished. The locker rooms, hallway, and bathrooms had the paint touched up after things were moved around at a cost of \$551.87. With \$283.60 remaining in the budget, \$268.27 is due.

Mr. Leclair motioned to pay the \$268.27 bill for repainting. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Eaton indicated he would give the bill to Mrs. Rousseau tomorrow. Chief Pelton indicated the filing system has not been delivered yet and is estimated in two weeks.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard reported Parks & Recreation met and discussed the ice rink, the Senior dinner this past weekend and the trip to Foxwoods a month ago.

Mr. Leclair reported the Planning Board met and discussed the proposed Pre-K at the Audubon Society and the configuration of the septic system, a proposed "dog boarding facility" at the previous Smiley Veterinary facility, the Stacey property which changed hands and will be subdivided, lighting issues for C Squared on Dartmouth Drive, the first draft of the Lighting Ordinance from Dan Tatem and the 55 and Older Housing ordinance.

Mr. Eaton reported Highway Safety met and discuss Depot Road & Hooksett Road intersection and the Annual Report which highlighted the work to get the bus stop for Juniper Drive.

Other Business

Draft Materials for 2019 State of the Town Presentation

Mr. Herman provided slides for review of the proposed Power Point presentation at the Deliberative Session and the printed outline of materials for the State of the Town presentation.

Mr. Eaton noted a lot was done this year and was years in planning and progress.

Next Meetings/Events

Saturday, February 1, 2020 – Deliberative Sessions – Auburn Village School – 9:00 AM

Monday, February 10, 2020 – Board of Selectmen's Meeting – 7:00 PM

Tuesday, February 11, 2020 – Presidential Primary Election, Auburn Village School – 7:00 AM

Minutes

- January 6, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the January 6, 2020 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

- January 6, 2020 Non-Public Meeting

Mr. Bedard motioned to approve the minutes of the January 6, 2020 Non-Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

- January 16, 2020 Workshop Meeting

Mr. Bedard motioned to approve the minutes of the January 16, 2020 Workshop Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A: 3, II (a) and (c) - Compensation of a public employee(s) and Reputation of someone other than a member of the Board

Mr. Leclair motioned to go into non-public session at 7:39 PM pursuant to the provisions of RSA 91-A: 3, II (a) and (c) Compensation of a public employee and 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 7:39 PM.

Mr. Bedard motioned to come out of non-public at 8:07 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:07 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.

Mr. Leclair motioned to appoint Paula Wright as Deputy Town Clerk effective immediately and to initially set the position as a Labor Grade 4, Step 3. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to authorize a one-time additional earned time carry forward of up to 40 hours for Officer Kapos and for Lieutenant Chabot from 2019 to 2020 due to their inability to utilize this time as a result of an unexpected and unforeseen patrol staffing deficiency in November and December 2019. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:09 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary