

**Town of Auburn
Board of Selectmen
February 24, 2020
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of February 17, 2020 -- \$48,807.03

Approval of Accounts Payable Manifest for the Week of February 10, 2020

Approval of Consent Agenda – Week of February 24, 2020

() Appointments with the Board

Fire Chief Michael Williams – Monthly Meeting

❖ Consideration of SOG #404 – Elevator Emergency Evacuation Procedure

() New Business

Update on Legislative Items

Shred Day – May 9th

() Old Business

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, March 9, 2020 – Board of Selectmen's Meeting – 7:00 PM

Tuesday, March 10, 2020 – Town Election Day – AVS – 7:00 AM to 7:00 PM

Monday, March 16, 2020 – Swearing-in Ceremony for Town & School District Officers

() Minutes

- February 10, 2020 Public Meeting

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

Compensation of a public employee

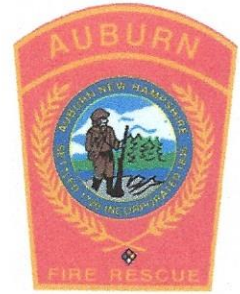
() Adjourn

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



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
55 Eaton Hill Road
Auburn, NH 03032
(603) 483-8141



Auburn Fire-Rescue Department Monthly Report January 2020

The Auburn Fire Department responded to 41 Incidents in the month of January, Incident responses are broken down listed below:

Building Fire:	0
Vehicle Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call:	6
Hazardous Conditions:	1
Rescue/EMS:	23
Service calls:	6
Good intent calls:	5

Total: 41

- Submitted Auburn Fire's annual town report.
- Annual fire and EMS training schedules posted.
- Lt. Sullivan and myself completed the New MRH agreement and on the EMS recertification process with the ER Doctor.
- AFD members completed an Active shooter drill at the AVS with APD.
- Robert Evans was hired as a new Firefighter.
- Hosted Bi- monthly Department meeting.
- Hosted an elevator emergency class here at the safety Complex, Chester fire and Derry fire attended our training.
- Continually updating Operational Policies and Procedures.
- I Attended the selectmen's meeting to go over monthly Fire Department report.
- I Exported the monthly NHIFRS reports to the State of N.H.
- EMS training: CPR
- I Responded to emergencies and meetings as needed and required.
- I met with Fire officers and Department members as needed as required.

Deputy Fire Chief Bob Selinga's Report

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

Safety Complex Captain Jim Saulnier's Report

- Capt. Saulnier is back to work; Jim will submit a report shortly.

Station 2 Captain Dave Walter's Report

- Assists with the administration of the lamresponding program.
- Responded to emergencies as requested.
- Completed monthly Station Captain responsibilities @ Station 2.

Lieutenant Todd Dignard's Report

- Crew detail to complete vehicle checks on Sundays
- Responded to emergencies as requested.
- Ordered and repaired small tools and equipment.
- Worked on organizing the winter carnival and the Christmas tree burning.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Matt Barsaleau's Report

- Crew detail to complete vehicle checks on Sunday.
- Issued PPE as needed and requested.
- Responded to emergencies as requested.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Chris Szatynski's Report

- Working with many new members on completing probationary manual requirement.
- Responded to emergencies as requested.
- Completed the active shooter drill in January, drill went very well.
- Working on the February monthly training, Ice rescue is the topic.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Lt. Szatynski is the AFD safety Officer, Chris is working on an immunization policy.
- Working on Fire Training with C1.

Lieutenant Pat Glennon's Report

- Responded to emergencies while on duty as required.
- Filling in for Captain Saulnier with Fire prevention inspections and drills throughout town.
- Boat 1 cover was made and installed.
- Installed new cable TV runs throughout building.
- Attended CPR training.
- Mounted spare Hurst batteries on R1.
- Fixed grab bar on E2.
- Repaired dry hydrant on Bunker Hill road.
- Repaired lights on L1.
- Had the plymovent system repaired.
- Completed the new window install in the radio room along with new doorbell, this room is getting updated and reorganized.
- Daily assigned station duties.

Lieutenant Mike Sullivan's Report

- Serves as our Lieutenant EMS coordinator.
- Responded to emergencies as requested.
- Qc's EMS reports.



Michael Williams

Chief of Department



Auburn Fire January 2020 Statistics

Calls by Day of the Week

	Jan 2020
Monday	9
Tuesday	3
Wednesday	5
Thursday	5
Friday	10
Saturday	6
Sunday	3
Total	41

Fire / EMS Calls for Jan 2020

EMS Calls for Service	23
Fire Calls for Service	18
Total Calls For Service	41

Calls by Response Area

	Jan 2020
Grid AFD1	12
Grid AFD2	4
Grid AFD3	6
Grid AFD4	9
Grid AFD5	3
Grid AFD6	2
Mutual Aid Given	5
Total	41

Fire and Rescue Responses by Type

	Jan 2020
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	0
Fires, other types	0
Alarm call no fire	6
Hazardous Condition	1
Good Intent	5
Service Call	6
Emergency Medical Services	23
Total Responses	41

Simultaneous Incidents

	Occurrences	Total	Simultaneous Incidents
Single Call	37	37	N/A
Two Calls Simultaneously	2	4	4
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		41	4

Jan 2020

10%

Mutual Aid/Auto Aid Given

	Jan 2020
Bedford	0
Candia	0
Chester	5
Deerfield	0
Derry	0
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	5

Mutual Aid Received

		Time of Day	Count
Candia	1	00:00 - 00:59	1
Chester	7	01:00 - 01:59	3
Deerfield	0	02:00 - 02:59	0
Derry	1	03:00 - 03:59	1
Hampstead	0	04:00 - 04:59	1
Hooksett	1	05:00 - 05:59	3
Hudson	0	06:00 - 06:59	1
Litchfield	0	07:00 - 07:59	4
Londonderry	0	08:00 - 08:59	0
Londonderry	0	09:00 - 09:59	5
Manchester	0	10:00 - 10:59	5
Raymond	0	11:00 - 11:59	0
Total	10	12:00 - 12:59	0
		13:00 - 13:59	2
		14:00 - 14:59	0
		15:00 - 15:59	2
		16:00 - 16:59	3
		17:00 - 17:59	4
		18:00 - 18:59	2
		19:00 - 19:59	1
		20:00 - 20:59	0
		21:00 - 21:59	2
		22:00 - 22:59	0
		23:00 - 23:59	0
		Total Alarms	41

EMD Call Code

	Jan 2020
ALPHA	4
BRAVO	2
CHARLIE	5
DELTA	5
ECHO	0
NONE	7
OMEGA	0
Grand Total	23



Town of Auburn Fire Department

55 Eaton Hill Road
Auburn, NH 03032
(603)483-8141



Auburn Fire Department Standard Operating Guideline		
Posting Date: 02/24/2020 Effective Date: 02/24/2020	SOG Category & Identification Number: SOG # 404	New SOG: #404 Revision X
SOG/ SOP Title: Elevator Emergencies		
Prepared by: James Saulnier Approved by: Michael Williams	Re-evaluation Date: 02/24/2021	Number of pages: 2

PURPOSE: The purpose of this Guideline is to give clear, concise information to responders on how elevators operate and how to safely perform an elevator emergency.

SCOPE: The scope of this guideline Applies to all Auburn Fire Rescue personnel.

ELEVATOR EMERGENCY EVACUATION PROCEDURE

This Guideline shall be followed if an emergency evacuation of an elevator occurs.

1. In the event of an emergency evacuation the elevator service company **MUST** be notified immediately.
2. Look for the service company's information located somewhere inside the elevator machine room. If needed contact the buildings facilities management company for information regarding the elevator service company.

PROCEDURES AND INFORMATION:

Create two (2) rescue groups for all elevator emergencies and follow the instructions listed below.

Group One: Shall start at the main lobby and approximate the location of the elevator car. Proceed to that floor with the Hoist-way Door Unlocking Device also known as the "Drop Key".

- Communicate with the passengers and assure that they are safe.
- Steps are being taken to rescue them.
- Have the passengers stand clear of the elevator doors?
- Refrain from smoking
- Ask how many passengers are in the car.
- Are there injured or ill passengers
- Are the lights on in the car.
- Keep the passengers CALM

Group Two: Shall proceed to the elevator machine room. DO NOT attempt to move the stalled elevator car.

- Verify that the elevator service company has been notified.
- Locate the MAINLINE DISCONNECT SWITCH.
- Communicate with Group One and let them know you are about to disconnect the power to the elevator.
- Disconnect the power and wait approximately 10 seconds and turn the power back on.
- Wait approximately 30 seconds and tell Group One to push the elevator call button. This may clear the fault and allow the elevator to open its doors.
- If this attempt is unsuccessful, disconnect the power and perform a Lockout/Tagout procedure of the Mainline Disconnect Switch. You may need to post personnel at the switch to ensure the power stays disconnected.
- Communicate to Group One that the Mainline power has been disconnected and Tagged Out.

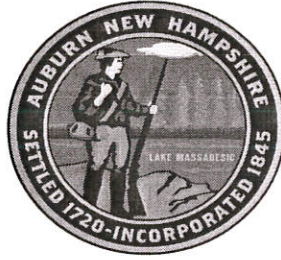
Group One: Ensure you have located the nearest floor to the elevators' location.

- Insert the Drop Key into the elevator doors Escutcheon Hole and unlock the door.
- You will then be able to open the door by hand.
- If the elevator car is EVEN with the floor assist the passengers out of the car, close the door and place the elevator Out of Service.
- If the elevator is within 3 FEET of the floor, open the hoist-way doors. You will be looking at the backside of the elevator door and door clutch. You should be able to manually open the elevator door.
- If there is a car door restrictor present carefully pull down on the restrictor lever and open the door.
- A rescue member should enter the car with one foot on the landing and the other foot holding the door open.
- Assist the passengers out of the car one at a time. Use a small ladder if necessary.
- Pay attention to a limited opening above or below the landing. Reduced opening clearance will make exiting the car too difficult and unsafe for both the passenger and the rescuer.
- If the car is BEYOND 3 FEET, STOP and ensure that the elevator service company has been notified and are on scene.
- Turn the rescue procedure over to the Elevator Service Company.
- Reassure the passengers that they are safe. Do not allow the passengers to exit the car.
- Assist the Elevator Service Mechanics if needed.

END OF SOG 404

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 20, 2020

Re: Update on Pending Legislative Issues -- HB 1568, HB 1105 and SB 694

We are providing the Board with an update on three pieces of legislation in the current session of the Legislature – two of which the Board had previously discussed (HB 1568 and HB 1105) and one (SB 694) I think you should be aware.

In January, Selectman Bedard brought to the Board's attention House Bill 1568 which was proposing to prohibit town employees and elected officials from profiting from businesses with which the town does business.

Looking at the specifics of the bill, the Board had been concerned with how it could affect smaller communities in particular where efforts like the recent addition to the Auburn Police Department which, in part, was accomplished by elected officials and could potentially be considered prohibited under the proposed legislation.

The bill was originally heard by the House Municipal and County Government Committee. One of Auburn's State Representatives, Tony Piemonte of Sandown, is a member of that committee. Selectman Bedard reached out to Representative Piemonte to express the Auburn Selectmen's concern and encourage his vote against the bill, while I wrote to all of the committee members urging the same action.

The committee majority voted to recommend defeating the proposal 12 – 8. Representative Piemonte was in the minority and voted to recommend approval.

The full House took up the bill during their session on February 13th and the bill was defeated (voted as Inexpedient to Legislate) by a vote of 181 to 148. Three Auburn State Representatives voted with the minority to pass the bill. This included Rep. Jess Edwards of Auburn, Rep. Chris True of Sandown and Rep. Piemonte of Sandown. Representatives Jason Osborne of Auburn and Becky Owens of Chester were not recorded as having voted on the bill.

Attached for your benefit are the brief majority and minority recommendations on HB 1568 that were printed in the House Journal.

Also in January, the Board had discussed HB 1105 that would require original warrant articles be placed on the official ballot in addition to the amended version of the article if it was amended during the Deliberative Session. The Board had voted to oppose this bill and authorized Selectman Bedard to offer testimony before the Legislature.

The House Municipal and County Government Committee held a public hearing on the bill on February 18th. Four individuals offered testimony – two in favor (the main sponsor and a constituent from Brookfield whose petition warrant articles in 2019 were amended by the voters at their School District Deliberative Session) and two opposed (Selectman Bedard and Margaret Byrnes, NHMA Executive Director).

The Committee is scheduled to meet on March 3rd to determine what it's recommendation on the bill will be to the full House. From the tone of questions and just watching the committee members during the hearing, it appears to me that the majority of the Committee – several of whom are Town Moderators – were not in favor of the proposal. Several verbalized they felt this would become very confusing to the voters.

And finally, SB 694 was brought to my attention about a week ago. The bill was intended to have the NH Department of Information Technology (DoIT) establish mandatory cybersecurity standards for municipalities and then require a self-assessment of local systems which the municipalities would report to DoIT, who would then score and rank the municipalities for compliance.

Looking at an unfunded mandate from the State to the municipalities, I worked with Lebanon City Manager Shaun Mulholland and NHMA Executive Director Margaret Byrnes to address the concerns of municipalities before the Senate Elections and Municipal Affairs Committee. We emphasized that municipalities believe cybersecurity was a very important issue to be aware of and work to minimize, but a top down approach from the State was not the right type of partnership to effectively achieve the desired results in this area.

As a result of the testimony and concerns presented at the February 12th hearing, the bill has been re-drafted to eliminate all of the mandates and the requirements for self-assessments and evaluation of municipalities by the DoIT. Instead, the DoIT will publish recommended minimum cybersecurity standards, and municipalities will be required to report cybersecurity incidents that may affect their local systems.

Thank you for your consideration.

HB 1568-FN-LOCAL, prohibiting town employees and elected officials from profiting from businesses with which the town does business. **MAJORITY: INEXPEDIENT TO LEGISLATE. MINORITY: OUGHT TO PASS.**

Rep. Paul Dargie for the **Majority** of Municipal and County Government. While the intent of the bill of prohibiting personal profits by municipal employees or elected officials not available to the general public due to their employment or elected status is laudable, the language of the bill is vague and there may be unintended consequences. It is possible that common offerings that everyone would agree are above board would be deemed a tangible benefit, and would therefore be banned. The majority of the committee therefore finds this bill should be inexpedient to legislate. **Vote 12-8.**

Rep. Tony Lekas for the **Minority** of Municipal and County Government. This bill prohibits payments or other benefits such as discounts to employees or officials of a municipality from a municipal contract. Such payments or benefits are not appropriate and even if they do not affect the awarding of a contract they could appear to. This bill would remove both the temptation for and the appearance of corruption in the awarding of municipal contracts. It would not prevent a town employee or official from contracting with the municipality for goods or services if the contract were available to the general public.

NORTHEAST RECORD RETENTION, LLC
180 West River Road
Hooksett, NH 03106
p: 603.626.6667
f: 603.792.8693
www.nerecordretention.com



Cost Summary for: Town of Auburn NH 7800
Auburn, NH

SHRED DAY 5-09-20

ON-SITE MOBILE SHRED:

9:00 am - 12:00 (noon)
**Minimum 3 Hours*

On-Site Mobile Shred

Saturday Scheduling: \$850.00 for 3 hr. min

boxes are returned to the customer



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

7:00 PM

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Rene LaBranche, Paula Marzloff, Michael Rolfe, Michael DiPietro, Russell Sullivan, Mildred Miller, Christine McLaughlin, Road Agent Mike Dross, Linda Dross, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Approval of Payroll Manifest for the Week of February 3, 2020 - \$48,445.92

Mr. Leclair motioned to approve the Payroll Manifest for the week of February 3, 2020 in the amount of \$48,445.92. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Election Payroll Manifest for the Week of February 3, 2020 - \$2,050.00

Mr. Leclair motioned to approve the Election Payroll Manifest for the week of February 3, 2020 in the amount of \$2,050. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of February 10, 2020 - \$1,151,641.09

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of February 10, 2020 in the amount of \$1,151,641.09. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Second Accounts Payable Manifest for the Week of February 10, 2020 - \$420.57

Mr. Leclair motioned to approve the Second Accounts Payable Manifest for the week of February 10, 2020 in the amount of \$420.57. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of February 10, 2020

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of February 10, 2020 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Correspondence – Retirement Congratulations – Firefighter Jim Thompson, one (1) Raffle Permit/Griffin Free Public Library, and eleven (11) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of February 10, 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Griffin Mill Bridge – Rene LaBranche

Mr. LaBranche of Stantec Consulting Services presented a status report on the repair or replacement of the Griffin Mill Bridge.

Mr. LaBranche explained a deficiency letter from NH Department of Transportation (NHDOT) was received in September 2017 recommending closing the bridge. For the construction process, there are two access points off Route 121, one on the right on Manchester Water Works land, but the Fuscus will not allow the Town to cross over their property at that point. And the driveway access owned by the Fuscus, who have indicated the Town cannot access the site through their property. The remaining option is to access with a crane from the opposite side across the stream from the Town property adjacent to Route 121, but this would contribute at least 15% in additional costs if the other access points are not able to be utilized during replacement. In response to a question, Mr. LaBranche said it is unknown what portion of that additional cost the state would cover.

Mr. LaBranche explained the availability of 80/20 Municipal Bridge Aid funding for the project is available as of July 2021. The current project cost estimate is approximately \$537,333 with the State responsible for \$429,866 and the Town's portion being \$107,467. The Town currently has \$113,000 set aside for the project. The engineering is included in the total cost but has not been finished. Mr. Herman noted the Town has already spent nearly \$70,000 in engineering work to date, and that 80% of the total engineering cost would be reimbursed once design plans are approved by the NHDOT.

Mr. LaBranche described three potential methods to the project: rehab - which is more costly and more maintenance, replacing the steel with Core 10 which was considered unsuitable due to the moisture from water below the bridge, and a precast concrete structure which was the method previously chosen by the Selectmen.

The concrete structure would be installed behind the existing abutments and the concrete would be colored a darker gray. A choice of guardrails is available.

Mr. LaBranche explained the timetable of the project starting with access considerations and whether they will be available from two sides or one access point, before March 1st. In December 2020 it would go out to bid for early 2021 and start in July of 2021 with completion in September of 2021. Mr. Herman indicated the project construction could not start before July 2021 when funding becomes available.

Mr. Eaton indicated the bridge is used for many things and it is important not to miss the funding schedule.

New Business

Resignation and Appointment/Town Treasurer

Mr. Bedard motioned to accept with regret the resignation of Walter Milne as Town Treasurer as of the close of business on January 31, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to appoint Christine Soucie as Town Treasurer to fill the remainder of Mr. Milne's term as Town Treasurer, term to expire in March 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Resignation and Appointment/Library Trustee

Mr. Bedard motioned to accept with regret the resignation of Joseph Forest as a Trustee of the Griffin Free Public Library effective January 20, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned 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 March 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointment of 2020 Duck Race Committee

Mr. Herman provided a Memorandum dated February 10, 2020 concerning volunteer appointments to the 2020 Duck Race Committee for a term of February 10, 2020 to October 1, 2020: Susan Anderson, Daniel Carpenter, Nancy Mayland, Brenda Beer, Pat Clement and Deb Mancini.

Mr. Bedard motioned to appoint Susan Anderson, Daniel Carpenter, Nancy Mayland, Brenda Beer, Pat Clement and Deb Mancini as volunteers to comprise the Duck Race Committee for the term of February 10 through October 1, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Withdrawal Request/Police Detail Revolving Fund

Mr. Herman provided a copy of a Memorandum dated January 28, 2020 concerning withdrawal from the Police Detail Revolving Fund at the request of Chief Pelton to cover the cost of the purchase of seven (7) rifle sights at \$495 each, totaling \$3,465 and the difference of the repair costs for the garage door in the sally port covered by Primex and the cost of replacing the door which is not covered by Primex, \$1,475.

Mr. Leclair asked the approximate balance in the revolving fund and Chief Pelton indicated it was approximately \$115,000-\$120,000.

Mr. Bedard motioned to authorize the withdrawal of a total of \$4,940 from the Police Detail Revolving Fund to cover the expenses associated with the purchase of seven (7) rifle sights and the replacement of the sally port garage door. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

2019 Encumbered Funds

Mr. Herman provided a Memorandum dated January 31, 2020 concerning 2019 encumbered funds. The report was developed by Finance Director Adele Frisella for the year end as of December 31, 2019 to be encumbered for expenditure during the coming year of 2020.

Ms. Frisella indicated Griffin Mill Bridge construction is not anticipated to begin until July 2021 with \$113,759 encumbered from 2019.

Ms. Frisella noted the encumber amount from 2018 Longmeadow Trust of \$2,208.50 remains the same as there were no expenditures in 2019. Should there be no expenditures in 2020 the money would be returned back to the Trust Fund.

Ms. Frisella indicated the Police Department requested to encumber \$16,899.92 for a cruiser that had been ordered earlier in 2019 and will not be received until February 2020. Three computers and monitors were ordered December 11th but only the monitors have arrived before the end of 2019. The invoices/order with Dell EMC were provided.

Ms. Frisella noted the Wayne Eddows project fence balance and the repair of the Highway Garage overhead doors, \$11,171.83 remain outstanding at year end. These amounts were coming from the State of NH Municipal Aid Grant.

Mr. Bedard motioned to 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, 2020. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Surety Reduction Recommendation – Crown Energy Solutions, LLC

Mr. Eaton read out loud a copy of a letter from Denise Royce, Land Use Administrator concerning the request for reduction of surety currently held by the Town of Auburn in the amount of \$85,382 by \$82,882 leaving a balance of \$2,500. The remaining for completion of as-built plan and monumentation certificate listed in Stantec's letter dated January 17, 2020. A copy of Stantec's letter was provided as well as a copy of the portion of the Planning Board's minutes dated January 22, 2020 recommending reduction of the surety.

Mr. Leclair motioned to reduce the surety being held for Crown Energy Solutions, LLC – 692 Londonderry Turnpike, Tax Map 1, Lot 11 by \$82,882 from \$85,382 to \$2,500 for the completion of the As-Built Plan and monumentation certificate. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Surety Reduction Recommendation – 254 Realty Holdings, LLC

Mr. Eaton read out loud a copy of a letter from Denise Royce, Land Use Administrator concerning the request for reduction of surety currently held by the Town of Auburn in the amount of \$18,414 by \$7,975 to \$10,439. The remaining for the completion of work detailed in Stantec's letter, copy provided, dated December 20, 2019. A copy of a portion of the Planning Board's minutes dated January 22, 2020 recommending reduction of the surety were attached.

Mr. Leclair motioned to reduce the surety being held for 254 Real Estate Holdings, LLC – 254 Rockingham Road, Tax Map 25, Lot 45 by \$7,975 from \$18,414 to \$10,439 for the completion of the remaining work itemized in Stantec's letter dated December 20, 2019.

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

Auburn 175th Anniversary

Mr. Herman provided a Memorandum dated February 3, 2020 for consideration regarding the potential entities to be included in a committee comprised of representatives of a number of community stakeholders such as the Auburn Historical Society, Friends of the Griffin Public Library, Auburn Parks & Recreation (Amy LaChance has expressed interest), Auburn Village School, Massabesic Seniors, Auburn Police & Fire, Longmeadow Church, St. Peters, Tower Hill Church and a member of the Board of Selectmen.

Mr. Leclair mentioned the inclusion of St. Peters Church. He asked that this remain on future meeting agendas for the Board to discuss.

Request to Improve Gardner Road

Mr. Herman provided a Memorandum dated February 10, 2020 concerning Gardner Road Improvement. Road Agent Dross identified some of the work to be done by Manchester Water Works in Auburn and a portion of Chester such as cutting trees in order to support logging near Pond View Drive and Lilac Drive through to Bunker Hill Road. He recommended a bond should be established for any damages to the Class V portion of the road once a Notice of Intent to Cut is filed. Mr. Eaton noted Stantec should be working with the Town of Auburn and be reimbursed for the cost and Stantec should be contacted to do a site visit and take pictures before and after the work commences.

Mr. Bedard moved to approve the recommendation of Manchester Water Works and authorize their improvement of approximately 2,500 feet of Class VI road known as Gardner Road under the general approval of the Road Agent. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

2019 Equalization Assessment

Mr. Herman provided a copy of the NH DRA letter dated February 6, 2020 setting an overall equalization assessment – sales ratio for the land, buildings and manufactured housing in Auburn for Tax Year 2019 at 92.2%.

2020 Goal Setting Report

Mr. Eaton reviewed the Goal Setting Summary prepared by Primex dated January 16, 2020 which included five goals for 2020 including: completion of the storage garage for Parks & Recreation; Library Expansion/Community Center; Building Maintenance plan and consideration of potential position in addition to renovations to Pingree Hill Fire Station and insulation of Safety Complex to be funded out of the Building Maintenance Fund; discussions with Manchester Water Works concerning Severance School, Intersection of Depot/Hooksett Roads, Cemetery land negotiations, Safety Complex easement and clean-up easements throughout the Town; and Working with developers to promote 55+ housing complex.

Old Business

Painting of Safety Complex Training Room/Funding for Project

The Board of Selectmen approved the painting contract with Costello Painting and Home Repair of Auburn in the amount of \$1,025 at their January 27, 2020 meeting to be performed on February 5th and 6th. Mr. Herman requested verification of the source of funding for payment of the project from the Town Buildings Reserve Fund.

Mr. Leclair motioned to approve the withdrawal of \$1,025 from the Town Building Rehabilitation Capital Reserve Fund to cover the expense of painting the training room at the Safety Complex. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Eaton indicated Mr. Leclair helped with ceiling tile replacement and the Community Room and Police Department look good.

Lawn Mowing Contract for 2020

Mr. Leclair indicated the Auburn Village School has met with both Plazascapes and Parker Landscapes, LLC, and are considering the proposals submitted by them at this point in time. Mr. Leclair recommended tabling the discussion until the Boards March 10th meeting.

Update on Cyber Security Pilot

Mr. Herman indicated the verbal report on the security audit was provided and the Town scored higher than expected. The formal report will be available in a few weeks. The main items for Auburn to focus on for improvement are policies and training which will be developed during the coming year.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard reported Parks & Recreation met and discussed the ice rink, the Winter Carnival didn't happen due to warm weather. The job descriptions of the employees in the summertime were discussed. Mr. DiPietro indicated the skating rink has been holding water.

Mr. Leclair reported the Planning Board met and discussed the first draft of the lighting ordinance and subdivision regulations.

Other Business

Road Agent Dross reported some down trees in the ice storm last Friday on Rattlesnake Hill Road and Wilson Crossing Road which were hit the worst and a pole snapped on Pingree Hill Road which has been replaced.

Mr. Eaton reminded Town staff and officials should park in the front to leave plenty of parking space available for voters and the Selectmen should be prepared to arrive at 6:30 AM.

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

Mr. Bedard motioned to approve the minutes of the January 27, 2020 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

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

Mr. Bedard motioned to approve the minutes of the January 27, 2020 Non-Public Meeting (x2). Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:01 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary