

**Town of Auburn  
Board of Selectmen  
March 23, 2020  
Town Hall**

**6:30 p.m.**

- ( ) Non-Public Meeting – RSA 91-A: 2, I (b)**  
Consultation with Legal Counsel

**7:00 p.m.**

- ( ) Call to Order – Pledge of Allegiance**
- ( ) Oath of Office to New Member of the Board**
- ( ) Election of Board Chair and Vice Chair**

Approval of Payroll Manifest for the Week of March 16, 2020 -- \$46,004.79  
Approval of Accounts Payable Manifest for the Week of March 16, 2020 -- \$34,064.80  
Approval of Accounts Payable Manifest for the Week of March 23, 2020  
Approval of Consent Agenda – Week of March 23, 2020

- ( ) Appointments with the Board**

Gary & Pamela Gramatikas – Application for Restoration of Involuntarily Merged Lots –  
20 Appletree Road

- ( ) New Business**

Designation of Ex-Officio Members to Town Boards, Committees and Commissions  
Annual Appointments to Town Boards, Committees and Commissions  
Town Response to COVID-19 and State of NH Emergency Declaration  
FY 2019 COLA Adjustment  
Library Expansion Evaluation Project RFP

- ( ) Old Business**

Update on Status of HB 1105 and HB 1460  
Auburn 175<sup>th</sup> Anniversary

- ( ) Report / Comments of Ex-officio Board Representatives**

- ( ) Other Business**

- ( ) Next Meetings / Events**

Monday, April 6, 2020 – Board of Selectmen's Meeting – 7:00 PM  
Tuesday, April 14, 2020 – Recognition of AVS Art Contest Student – School Board -- 6:00 PM  
Monday, April 20, 2020 – Board of Selectmen's Meeting – 7:00 PM

- ( ) Minutes**

- March 9, 2020 Public Meeting
- March 9, 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:** February 24, 2020

**Re:** Request for Restoration of Involuntarily Merged Lots – 20 Appletree Road

On February 19, 2020, an Application for the Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa was submitted by Eric Mitchell on behalf of Gary & Pamela Gramatikas of 20 Appletree Road.

The application as submitted represents that Arthur & Marguerite Gramatikas originally acquired four lots in the original "Sun Valley Estates" subdivision identified on the subdivision plan as Lots #101, #102, #103 and #104. These lots were transferred to the Gramatikas in two separate deeds on separate dates as #1 (Lots #101 and #103) on September 21, 1964 and #2 (Lots #102 and #104) on July 7, 1962.

Gary & Pamela Gramatikas have applied to un-merge Lots #101 and #103 to their original status as identified in the "Sun Valley Estates" subdivision plan dated February 1961, while Lots #102 and #104 would remain as an individual stand-alone lot.

Attached for the Board's review and information is the Application for the Restoration of Involuntarily Merged Lots, supporting material for the application, and a Zoning Determination prepared by the Building Official / Code Enforcement Officer Carrie Rouleau-Cote which summarizes the history of the lots and their uses. Also attached is a copy of the Town of Auburn "Policy for Restoration of Involuntarily Merged Lots" for the Board's reference.

In reviewing the application and supporting materials and the Zoning Determination provided by the Building Official / Code Enforcement Officer, it is not clear to me the Town merged these lots together, which is key to triggering the provisions of RSA 674:39-aa. Both of the original deeds that conveyed property to Arthur & Marguerite Gramatikas appears to convey two properties as one parcel in both instances. Although the original subdivision lots are mentioned in the deeds for reference purposes, the property descriptions are of the two lots as one and specific reference is made that *"the said lots are conveyed together . . ."*. This would suggest to me the lots were merged at the time of purchase between the buyer and seller, and not by an involuntary act of the Town.

As a result, and in conformance with the Town's policy, I have deemed it necessary the application and supporting documents be sent to Town Counsel for review. Counsel's input would be necessary for the Board to be able to render a decision on the application as submitted. The application has been scheduled to be presented at the Board's March 9<sup>th</sup> meeting.

Thank you for your consideration.

Attachments



Town of Auburn, NH  
Application for Restoration of  
Involuntarily Merged Lots Pursuant to RSA 674:39-aa

*Applicant Information*

Owner(s) Name	Gary Gramatikas, Pamela Gramatikas
Address/Street Number	20 Appletree Rd
City & State	Auburn, NH 03032
Telephone ( )	483-2455

*Current Parcel Information (use additional sheet if more than three parcels involved)\**

	Parcel 1	Parcel 2	Parcel 3
Assessor's Map/Lot/Sub	currently TM 18 Lot 52 Should only be lots 102, and 104 on original plan	currently TM 18 Lot 52 unmerge lot 101 on original plan	currently TM 18 Lot 52 unmerge lot 103 on original plan
Street Address	20 Appletree Rd	Hunting Rd	Hunting Rd
Deed Reference Book/Page	2296 / 369 9/09/1977	6083 / 2030 2/12/2020	6083 / 2028 2/12/2020

*\*Please attach a copy of the deed for each parcel. Please also attach any written consent of mortgage holders, relevant surveys, site plans, approved subdivision plans, pre-merger tax bills or other documentation that you think is pertinent. This application must be submitted to the Town of Gilmanton Board of Selectmen prior to December 31, 2021. Please see the Instructions & General Information for additional details. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.*

Owner's Signature Gary Gramatikas Date 2/19/2020

Owner's Signature Pamela Gramatikas Date 2/19/2020  
Agent, Eric Mitchell 627-1181, emitchell@edminc.net





## TOWN OF AUBURN, NEW HAMPSHIRE BUILDING DEPARTMENT

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### Zoning Determination

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**Property Location:** 20 Appletree Road

**Tax Map/Lot #** 018-052

**Zoning District:** Residential One (R-1)

**Property Owner(s):** Gary & Pamela Gramatikas

**Current Use of Property:** Single family 2 bedroom home, licensed daycare in basement, extra kitchen in basement. Detached 24 x 30 garage.

**Other:** Lot is identified as Tax Map 18 Lot 52 consisting of 2.377 acres. Lot 18-52 is comprised of (4) lots from the original "Sun Valley Estates" subdivision for NE Mortgage Investment Corporation dated February 1961.

**Proposal:** Request by property owner to un-merge lots.

**Zoning Determination:**

- The 4 Lots were acquired from NE Mortgage Investment Corp by Arthur & Marguerite Gramatikas in two separate deeds on separate dates as #1 Lots 101 & 103, and # 2 Lots 102 & 104. Four lots have historically been transferred as two lots. There were never 4 separate deeds, only two.
- House was constructed at 20 Appletree Road (deeded lot 102 & 104) in circa 1965.
- Arthur & Marguerite Gramatikas sold 20 Appletree Road (deeded Lots 102 & 104) to Gary and Pamela Gramatikas in 1977. There is no mention of Lots 101 & 103 in property transfer.
- Marguerite died in 1979.
- Town applies tax lien referencing all four lots in 1980. Taxes (on all four lots) are paid by Gary & Pamela Gramatikas. Appears all four lots are assigned Map 18 Lot 52 by Town.
- Memo from Auburn Town counsel dated June 2014 notes that there is no record title of how ownership of Lots 101 & 103 are ever transferred from Arthur and Marguerite to Gary & Pamela.
- Arthur Gramatikas dies in 1985.
- 1986 Gary Gramatikas applies for building permit to construct 24 x 30 detached garage. On application he notes the property as "2 1/4 acres". Permit is issued.



- In 1988 Gary and Pamela apply for relief through Auburn Zoning Board of Adjustment to operate a child day care from the home. At several times during the public hearing there is a question on the size of the lot and if it is considered four lots or one lot. Application notes that lot is 4 lots. ZBA members comment during testimony that the four lots are combined as one. (minutes to ZBA Case 89-11 attached).
- Septic plan of 1989 in file depicts all four lots combined as Map 18 Lot 52.
- 1995 Mrs. Gramatikas applies for Special Exception to expand day care. Relief is granted.
- As part of Un Merger Application, "Corrective Quit Claim Deeds" have been submitted. It appears the heirs to Arthur Gramatikas have granted any rights to Lots 101 & 103 to Gary & Pamela.
- Subsequently, on February 12, 2020 two deeds were recorded that divide Lots 101 & 103 into 2 separate deeds and "transfer ownership between spouses" (I am unsure of legality of that action)
- Request for un-merger is to retain Lots 102 & 104 as one lot, and allow Lots 101 and 103 to be two separate lots of record.
- Merits to be Established
  - Were lots "involuntarily" merged.
  - Were original lots purchased and deeded with intention as two lots or four lots
  - If found, was "merge" an action that involved two lots or four lots.

As a result of an Un-Merger:

- All properties will become "non-conforming lots"
- Structures on Tax Map 18 Lot 52 appear to meet setbacks from property lines.
- Any proposed construction on new lots will need to meet all local zoning regulations and State of NH subsurface disposal system requirements. There is no guarantee Town of Auburn will grant relief or waivers.

**Carrie Rouleau-Côté**  
**Building Official/Code Enforcement Officer**

**Date: 02/20/2020**

PLAN OF LAND  
 Filed Mar 6, 1961. IN  
 AUBURN, NEW HAMPSHIRE

PLAN

03166  
 10F2

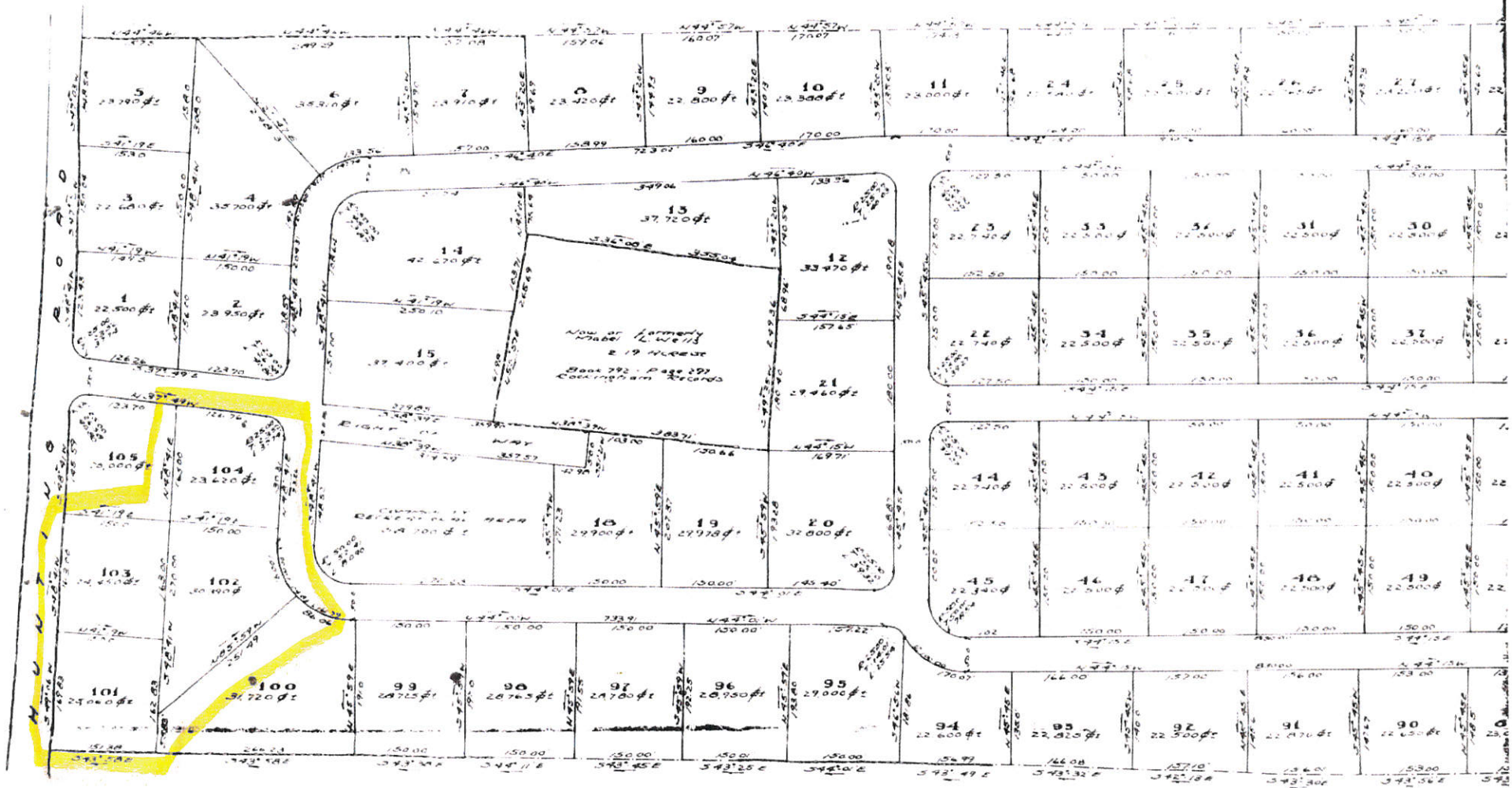
SHOWING  
 "SUN VALLEY ESTATES"

AS SUBDIVIDED FOR  
 NEW ENGLAND MORTGAGE INVESTMENT CORP

SCALE 1" = 60'  
 SCALE IN FEET

FEBRUARY 1961

Surveyed by Elizabeth Campbell









## TOWN OF AUBURN

### POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

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In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010 and without the consent of the owner, may request that the lots be restored to their pre-merger status.

This policy sets out the conditions and process the Town of Auburn will use to handle requests to restore these lots to their prior status.

In order to restore lots to their premerger status and all zoning and tax maps being updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Auburn Board of Selectmen prior to December 31, 2021.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Board of Selectmen may be appealed in accordance with the provisions of RSA 676.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

#### **Application Process for the Restoration of Involuntarily Merged Lots:**

Owners interested in restoring involuntarily merged lots to their premerger status shall follow the following application process:

- 1) Complete the "Application for Restoration of Involuntarily Merged Lots" and submit it to the Board of Selectmen's Office.
  - a. Document the "pre-merger" configuration of any lots by providing the following with the application:
    - i. Most current deed(s) for the lots
    - ii. If the property was obtained from an estate (inherited), attach a copy of the statutory "Notice to Cities and Towns" if applicable
    - iii. Book and Page Numbers of Recorded Deeds
    - iv. Recorded Plan Numbers
    - v. Recorded Surveys (if available) which may depict the "pre-merger" configuration of the lots.

## TOWN OF AUBURN

### POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

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- vi. Unless such information already exists in the town records, if any part of the existing property is improved by structures, the Applicant must provide proof of location of all structures (including buildings, pools, fences, etc.), driveways, walkways and associated features; water supply wells; approximate location of septic tanks, leach beds or cesspools; and the superimposed lines of the pre-merger lot lines as requested by the Applicant.
  - vii. Abutters List (per RSA 672:3 an "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by local land use board, and/or
  - viii. Any other information documenting your request.
- 2) The Assessing Department and the Code Enforcement Officer shall review all documents and forward any comments and/or recommendation to the Town Administrator on behalf of the Board of Selectmen within fifteen (15) business days of the receipt of the "Application for Restoration of Involuntarily Merged Lots".
  - 3) If the Town Administrator deems it necessary, the application and supporting documents may be sent to Town Counsel for review
  - 4) The Town Administrator shall schedule consideration of the Application and supporting material during a regularly scheduled meeting of the Board of Selectmen within forty-five (45) days of submittal.
  - 5) If, upon review by the Board of Selectmen, the Board determines that additional information is required; up to an additional ten (10) days will be provided to produce the additional information.
  - 6) Within ninety (90) days from the date of submission, the Board of Selectmen shall render a determination on the Application at a meeting of the Board, and shall issue a written Notice of Decision to the Applicant(s) and the Assessing Department.
  - 7) Within five (5) business days of the date of the Board of Selectmen's final decision, a copy of the written Notice of Decision shall be sent via regular mail to the Applicant(s) and shall be posted with the Assessor's / Selectmen's Office.
  - 8) If the Application has been granted (in whole or in part), the appropriate changes will be noted on the Town Tax Maps, Zoning Map, Assessor records, and shall be recorded at the Registry of Deeds.
  - 9) The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

TOWN OF AUBURN  
POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

**Right to Appeal:**


Any aggrieved party has a right to appeal the decision of the Board of Selectmen pursuant to the provisions of RSA 676.

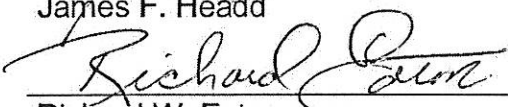
The written Notice of Decision shall state the right to appeal.

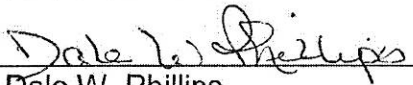
**Effective Date:**

This policy shall take effect upon adoption.

Adopted by the Board of Selectmen the 28th day of August, 2017.

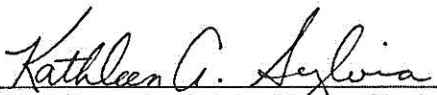
  
James F. Headd

  
Richard W. Eaton

  
Dale W. Phillips

AUBURN BOARD OF SELECTMEN

Received and recorded this 13<sup>th</sup> day of September, 2017

  
Kathleen A. Sylvia, Town Clerk



Town of Auburn, NH  
Application for Restoration of  
Involuntarily Merged Lots Pursuant to RSA 674:39-aa

Instructions & General Information for Restoration of Involuntarily Merged Lots

In accordance with RSA 674:39-aa, any owner of a lot or parcel of land merged by municipal action for zoning, assessing, or taxation purpose prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Town of Auburn Board of Selectmen prior to December 31, 2021.\*
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title by any overt act or conduct voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Town of Auburn Board of Selectmen may be appealed in accordance with the provisions of RSA 676. Prior to any action on the application by the Board of Selectmen, the property may be inspected by the Code Enforcement Officer with a report of that inspection and recommendation for action to be provided to the Board of Selectmen. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any nonconformity with existing local land use ordinances.
- e. In the event the request is granted, the property owner will be required to pay the filing fee to register a Notice of Lot Restoration at the Rockingham County Registry of Deeds.

The procedure for requesting the Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39-aa is as follows:

1. Complete the Application for Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39- aa. The form must be typed or legible and completed in ink.
2. Attach copies of the following documents:
  - a. Deed(s) for each lot or parcel
  - b. Written Consent of each Mortgage Holder (if any)
  - c. Survey (if available)
  - d. Site plan (if available)
  - e. Approved subdivision plan (if available)
  - f. Pre-merger tax bills (if available)
  - g. If the property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns"
  - h. Any other documentation that you think is pertinent

Please be advised that the restoration of involuntarily merged lots may have assessment implications and may only be developed in accordance with the Ordinances of the Town of Auburn. If the request is granted, the assessment of the restored lots will be effective the following April 1st.

\* RSA 674:39-aa, II (a) Amended effective August 23, 2016 (approved June 24, 2016)

Town of Auburn, NH  
**Application for Restoration of  
Involuntarily Merged Lots Pursuant to RSA 674:39-aa**

*Applicant Information*

Owner(s) Name _____
Address/Street Number _____
City & State _____ Telephone (    ) _____

*Current Parcel Information (use additional sheet if more than three parcels involved)\**

	Parcel 1	Parcel 2	Parcel 3
Assessor's Map/Lot/Sub			
Street Address			
Deed Reference Book/Page			

*\*Please attach a copy of the deed for each parcel. Please also attach any written consent of mortgage holders, relevant surveys, site plans, approved subdivision plans, pre-merger tax bills or other documentation that you think is pertinent. This application must be submitted to the Town of Gilmanton Board of Selectmen prior to December 31, 2021. Please see the Instructions & General Information for additional details. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.*

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

# **TITLE LXIV PLANNING AND ZONING**

## **CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS**

### **Regulation of Subdivision of Land**

#### **Section 674:39-aa**

##### **674:39-aa Restoration of Involuntarily Merged Lots. –**

##### **I. In this section:**

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2021.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

**Source.** 2011, 206:4, eff. July 24, 2011. 2016, 327:2, eff. Aug. 23, 2016.



## 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, Town Administrator

Date: March 16, 2020

Re: Annual Appointments - 2020

The following is a list of town officer, board and committee appointments, which are due for action for the year 2020.

### ***Selectmen's Representatives (Selectmen or administrative official) to:***

Budget Committee	Term to Expire in March 2021
Planning Board	Term to Expire in March 2021
Highway Safety Committee	Term to Expire in March 2021
Parks & Recreation Commission	Term to Expire in March 2021

The list below indicates the officials, boards or commissions; the incumbent currently in the position and the new term of office for the position:

Deputy Town Clerk	Paula Wright	Term to Expire in March 2023
Deputy Tax Collector	Walter Milne	Term to Expire in March 2023
Conservation Commission	Jeffrey Porter	Term to Expire in March 2023
Alternate	Edward Fehrenbach	Term to Expire in March 2023
	Stephanie Hanson	Term to Expire in March, 20203
Highway Safety	Daniel Carpenter	Term to Expire in March 2021
	Michael DiPietro	Term to Expire in March 2021
	Dennis Vieira	Term to Expire in March 2021
Parks & Recreation	Patricia Rousseau	Term to Expire in March 2023
	Patrick Kelly	Term to Expire in March 2023
Zoning Board of Adjustment	Michael DiPietro	Term to Expire in March 2023
	Kevin Stuart	Term to Expire in March 2023

Thank you for your consideration.



# TOWN OF AUBURN

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February 11, 2020

Mr. Richard Eaton  
Auburn Board of Selectmen  
P.O. Box 309  
Auburn, NH 03032

Re: Term Expiration (Edward Fehrenbach and Stephanie Hanson)

Dear Gentlemen:

On February 4, 2020, the terms of Edward Fehrenbach, full member and Stephanie Hanson, alternate member of the Conservation Commission will end this March. Both Mr. Fehrenbach and Ms. Hanson have indicated that they are interested and willing to serve another term of three years. Please be advised I recommend re-appointment of both Mr. Fehrenbach and Ms. Hanson.

Please feel free to contact me with any questions or comments.

Sincerely,

Jeffrey Porter, Chairman  
Town of Auburn  
Conservation Commission

## Bill Herman

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**From:** Amy Lachance  
**Sent:** Wednesday, March 04, 2020 2:23 PM  
**To:** Bill Herman  
**Cc:** Kathleen Sylvia  
**Subject:** Parks and Recreation Commission

Both Patrick Kelly and Patty Rousseau, whose terms expire in 2020, are willing to continue on the Commission for another term.

Thank you.

~Amy





# TOWN OF AUBURN

**FOR IMMEDIATE RELEASE TO THE RESIDENTS OF AUBURN, NH**

**TOWN HALL CLOSED TO THE PUBLIC  
BEGINNING WEDNESDAY, MARCH 25<sup>th</sup> (UNTIL FURTHER NOTICE)**

Governor Sununu issued a state of emergency for the State of New Hampshire on March 13<sup>th</sup> due to COVID-19. By March 15<sup>th</sup>, the Governor directed all schools to close and work toward a virtual environment at least until April 6<sup>th</sup>. And, on March 16<sup>th</sup>, he has prohibited public gatherings of 50 or more people, and ordered the closing of restaurants and bars to only provide take-out, drive through or delivery service of food.

Even with these initial efforts of containment, it has become clear the COVID-19 is now spreading in New Hampshire through community-based transmission of the virus, with the largest number of confirmed cases in the State being in Rockingham County.

Auburn town officials have been actively monitoring the COVID-19 situation, which is rapidly evolving at the local, state and national level. The Town is committed to the continued health and optimal safety of our residents, as well as our officials and employees, and we intend to do our part to "flatten the curve" of the COVID-19 pandemic.

To that end, in consultation with our Emergency Management Director, neighboring communities and state officials, we have decided that **effective Wednesday March 25, 2020, the Auburn Town Hall will be closed to the public until further notice.**

However, we will still be working to serve the residents of Auburn. We intend to do our best to operate as a "VIRTUAL TOWN HALL". In today's world, most of the transactions of our residents can be done online or arranged via phone, emails or drop box. Resident questions can and will be answered via phone or email. And, as a last resort, you may schedule an appointment in Town Hall with the appropriate Town personnel to complete your transaction. Appointments will be made to keep the number of people in the building as limited as possible in order to comply with CDC recommendations for social distancing.

**PUBLIC SAFETY & EMERGENCY SERVICES:** Of course, the dedicated personnel of our Police, Fire and Emergency Medical Departments will continue to serve the residents of our Town through this crisis. That said, while these departments will generally be proceeding with a "business as usual" approach, some modifications to their typical operating procedures are necessary to ensure the safety of our first responders as well. Along these lines, we ask that you please keep all non-emergency calls to a minimum so that our emergency services personnel may devote their time to those residents in need of emergency services. **If you have non-emergency COVID-19 related questions, place call 2-1-1** (a state hotline staffed 24/7 specifically for such questions).

**GRIFFIN FREE PUBLIC LIBRARY:** On March 16<sup>th</sup>, the Auburn Board of Library Trustees determined the Griffin Free Public Library would be closed beginning March 17<sup>th</sup> until at least April 4<sup>th</sup>.

In the meantime, please don't hesitate to contact Library Director Kathryn Growney at [director@griffinfree.org](mailto:director@griffinfree.org) who will continue to work from home during this time. She will be able to assist you with connecting you to the Library's wealth of online resources including eBooks, eMagazines, streaming audiobooks, movies and music.

For those of you who have physical material already checked out – please do not worry about items being overdue. Most of your items are set for automatic renewal. If you do happen to receive an automatic overdue notice in your email, please know that we do not charge overdue fines.

If your library account comes up for renewal or you need a password to login to our online resources, the Library Director will be able to assist you.

Should you need free internet access, the library Wi-Fi is accessible from the parking lot. We also have a couple of tables outside that you are welcome to use. If you need the password, please email the Library Director.

Finally, due to our small space, we are cancelling all programming for the next eight (8) weeks in compliance with the recent Centers for Disease Control (CDC) Prevention recommendation. Please bear with us as it may take a few days for our website, calendars and social media to be updated.

**PUBLIC MEETINGS:** Non-essential Board and Committee meetings in March will be cancelled and more information will be forthcoming about meetings in April and beyond. Essential meetings are the Board of Selectmen, Planning Board, Zoning Board of Adjustment and Conservation Commission will be held as scheduled. The Governor's Office has also issued formal guidance to NH municipalities making it clear that, given the emergency declaration, boards and committees have the legal ability to expand their use of teleconferencing to limit interpersonal exposure. There are no specific plans for using that technology at this time in Auburn, but we are looking into that possibility. Please check out the Town's website for an up-to-date schedule of meetings that will be taking place.

**MUNICIPAL FACILITIES – EVENTS CANCELED:** Until further notice, use of the training room at the Safety Complex and the Stritch Meeting Room at Town Hall will be available for essential Town meetings only. All non-essential Town board and committee meetings are highly discouraged. Private groups have not had access to these space since March 16<sup>th</sup>.

Parks and Recreation closed the Circle of Fun Playground effective March 16<sup>th</sup> following the advice of public health officials. All scheduled events and activities in March, such as Jumping Beans for two-year-olds, Tai Chi for Seniors and Teen Council, have been cancelled. Decisions on April events and beyond will be made moving forward, so please check out the Town's website for up-to-date information on recreation programs.

Finally, rest assured that we will be monitoring all local developments related to COVID-19, and as your Town officials, we are committed to timely and ongoing communications about any and all changes to our operating status, as well as any recommendations to the public from public health and other government officials. To that end, we are positing the most current information

from the federal and state governments on the homepage of the Town of Auburn website ([www.auburnnh.com](http://www.auburnnh.com)).

Please see the following pages for how we intend to operate our **VIRTUAL TOWN HALL**.

### **"HOW TO" COMPLETE TOWN HALL TRANSACTIONS**

**WEBSITE:** The Town website address is [www.auburnnh.us](http://www.auburnnh.us), and we encourage you to visit the website frequently for new information and updates.

**TOWN HALL MAILING ADDRESS:** Should you need to mail anything to Town Hall, the address is as follows:

Town of Auburn, PO Box 309, Auburn, NH 03032

**TOWN HALL GENERAL TELEPHONE NUMBER:** (603) 483-5052 (See contacts below for direct numbers and specific extensions).

**TRANSACTIONS:** The following is a list of the transactions most often performed for our residents in Town Hall, and directions as to how each may be accomplished until the COVID-19 crisis passes and we can safely re-open our doors:

- **Notary Services:** The Auburn Town Offices has suspended Notary Services indefinitely.
- **Renewal of Vehicle Registrations:** Should be done online via our website portal:

[www.auburnnh.us](http://www.auburnnh.us) and click on the orange & white "E-Reg" icon on the home page.

- **Registration and Title Transfers of a newly purchased vehicle:** On March 17<sup>th</sup>, NH Director of Motor Vehicles Elizabeth Bielecki announced for new transactions, the Governor has authorized the NHDMV to extend all temporary plates issued after March 1<sup>st</sup> until April 30, 2020. We encourage residents to delay their registration effort for new vehicles until April.

We are working on preparations for NEW registration, titles and transfers to be done in person only by appointment.

- **Copies of vital records (birth, death or marriage certificates):** Contact Town Clerk Kathleen Sylvia at [townclerk@townofauburnnh.com](mailto:townclerk@townofauburnnh.com) or call 603-483-2281.
- **Dog Licensing:** Renewals can be done online via our website portal: [www.auburnnh.us](http://www.auburnnh.us) and click on the blue & white "Dog Licensing" icon on the home page. Registration of new dogs will be by appointment only. Contact Town Clerk Kathleen Sylvia at [townclerk@townofauburnnh.com](mailto:townclerk@townofauburnnh.com) or call 603-483-2281.
- **Boat Registrations:** Registrations can be done by mail or by appointment only. More information can be found on the NH DMV website at: <https://www.nh.gov/safety/divisions/dmv/registration/boat.htm>

- **Transfer Station Permit:** Contact Town Clerk Kathleen Sylvia at townclerk@townofauburnnh.com or call 603-483-2281.
- **Voter Registration:** Contact Town Clerk Kathleen Sylvia at townclerk@townofauburnnh.com or 603-483-2281.

Questions about vehicle registrations, vital records, dog licensing, boat registrations, or marriage licenses should be directed to Town Clerk Kathleen Sylvia, townclerk@townofauburnnh.com or 603-483-2281.

- **Tax Payments:** Can be made in one of two ways: (1) via mail (checks ONLY and postmark dates will be honored as the date of payment); or (2) by appointment only. Contact Tax Collector Susan Jenkins with questions, towntax@townofauburnnh.com or 603-483-2281.
- **Property Assessment Records, Deeds and Tax Maps:** Most of this material can be viewed online. **Property assessment records** can be viewed online via our web portal: www.auburnnh.us and click on the green & white "Assessment Data Review Online" icon on the home page. **Tax maps** can be viewed online via our web portal: www.auburnnh.us and click on the blue & white "CAI Technologies" icon on the home page.

Some documents, including septic plans, building permits and sales data is not available online, but most documents can be scanned and emailed. Contact Land Use Administrator Denise Royce at planning@townofauburnnh.com or 603-483-5052.

- **Filing for and renewals of Property Tax Exemptions and Credits, etc.:** Information for verification or renewal can be sent by mail or can be delivered by appointment. Questions can be directed to Land Use Administrator Denise Royce at planning@townofauburnnh.com or 603-483-5052.

The following forms should be filed with the Selectmen's Office by the following date:

Form	Deadline to File
Elderly Exemptions	April 15
Veterans Tax Credits	April 15
Tax Deferrals	April 15
Current Use Applications	April 15
Exempt Property Applications (Charitable, Religious, Educational)	April 15
Timber Intents	None
Gravel Intents	None

If you need application forms, questions can be directed to Land Use Administrator Denise Royce at planning@townofauburnnh.com or call 603-483-5052.

- **Home and Building Inspections:** As long as construction proceeds, inspections will reasonably continue. Some communities are limiting inspections to only emergencies, exterior projects or rough inspections in open structures. For Auburn, the Building Inspector will use her judgement concerning inspections into any occupied buildings, especially homes or businesses where contagious people could be. Please contact Building Inspector Carrie Rouleau-Cote at [bldginsp@townofauburnnh.com](mailto:bldginsp@townofauburnnh.com) or call 603-483-5052, ext. 3
- **Building Permits:** Permit applications can be completed and submitted online via the Town website portal: [www.auburnnh.com](http://www.auburnnh.com) and click on the blue, green & white "e-Permit" icon on the home page. For further information, please contact Building Inspector Carrie Rouleau-Cote at [bldginsp@townofauburnnh.com](mailto:bldginsp@townofauburnnh.com) or call 603-483-5052, ext. 3
- **Building Plan Reviews:** Will be accepted by email or mail. If necessary, we will meet individuals by appointment only to go over plan questions. Please contact Building Inspector Carrie Rouleau-Cote at [bldginsp@townofauburnnh.com](mailto:bldginsp@townofauburnnh.com) or call 603-483-5052, ext. 3
- **Burial Plot Sales or Internments:** Contact Cemetery Trustee Chair Jim Thompson at 603-483-5627
- **Burn Permits:** Burn permits are only available at this time online through the following web location: <https://nhdflweb.sovsportsnet.net/>
- **Land Use Board Submissions** (including Planning Board and Zoning Board of Adjustment) or to review site plans, subdivision plans, etc., please contact Land Use Administrator Denise Royce at [planning@townofauburnnh.com](mailto:planning@townofauburnnh.com) or call 603-483-5052.
- **Recreation Programming:** Information is available online at: <https://www.auburnnh.us/parks-and-recreation> or on Facebook at: Or contact Recreation Coordinator Amy Lachance at [recreation@townofauburnnh.com](mailto:recreation@townofauburnnh.com) or call 603-483-5052.
- **Road Issues or Questions:** Contact Road Agent Mike Dross at 603-303-4223.
- **Wetlands Permit and Shoreland Protection Applications** for review by the Conservation Commission can be filed by mail. If you have any questions about filing contact Town Clerk Kathleen Sylvia at [townclerk@townofauburnnh.com](mailto:townclerk@townofauburnnh.com) or call 603-483-2281.

**Appointments at Town Hall:** In order to be as protective as possible of the health, safety and welfare of the public, as well as the Town Hall staff, the Board of Selectmen are directing that for the initial time of this process, only one member of the public will be allowed in the Town Hall for business purposes at a time.

People needing to meet with any of the individuals in the Town Hall should call first to schedule an appointment with that individual. Upon your arrival in the parking lot of the Town Hall, call



that individual to let them know you have arrived. You will need to remain outside until the individual you are here to meet indicates you can come in and they open the front door for you.

If you are waiting outside instead of in your car, please practice good safety protocol and maintain a safe distance from other individuals who may also be on the site.

Like you, we are hoping these steps will only be necessary for a short period of time, and we can all return to a sense of normalcy. Until then, we all need to do what is possible to limit the potential for spreading the COVID-19 virus. Town of Auburn officials will be meeting at least weekly to review the status of current situations, directives from the federal or state governments and how things are progressing in Auburn. We will work to keep the public informed as we move along.

Our central place for posting current information is on the home page of the Town of Auburn web site ([www.auburnnh.us](http://www.auburnnh.us)). On the left-hand side are three buttons with COVID-19 information including "COVID-19" with general information; "*State Launches 2-1-1 COVID-19 Hotline*" and "*COVID-19 Frequently Asked Questions (FAQ)*".

In addition, a red banner across the top of the page proclaims, "*Auburn Village School Griffin Free Public Library and Circle of Fun Park Closed; Other COVID-19 Information*". Clicking there will bring you to the most current information from the State and locally concerning the pandemic.

Thank you for your consideration. Together, we will move through this situation.

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William G. Herman, CPM  
Town Administrator

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Keith N. Leclair, Chairman

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Michael O. Williams, Fire Chief and  
Emergency Management

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Todd R. Bedard, Vice Chairman

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Charles R. Pelton, Chief  
Auburn Police Chief

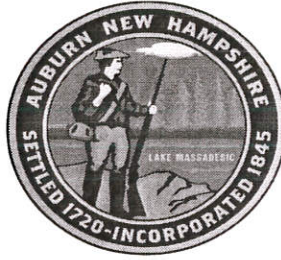
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Michael J. Rolfe, Selectman  
AUBURN BOARD OF SELECTMEN

Dated: March 23, 2020

## 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:** March 13, 2020

**Re:** COLA Adjustment for Town and Library Payroll

As you may recall, the approved Town operating budget for FY 2020 includes a 1.5% Cost of Living Adjustment (COLA) for all Town and Library positions. Funding in the budget adheres to the standards included in the Town of Auburn Personnel Policy and the Collective Bargaining Agreement with the Auburn Police Union.

In all circumstances, any COLA takes effect as of April 1<sup>st</sup> for the years they are budgeted.

This is more a mechanical process than not, but we usually seek the Board's approval to implement a COLA system wide before actually taking that step.

Unless the Board would have a reason not to move in this direction, we would propose the following motion for the Board's consideration:

*Move to authorize the issuance of a 1.5% Cost of Living Adjustment for all Town and Library positions effective April 1, 2020 as included in the FY 2020 Town budget approved by the voters on March 10, 2020.*

Thank you for your consideration.

## 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](mailto:townadmin@townofauburnnh.com)

**To:** Board of Selectmen

**From:** Bill Herman, CPM, Town Administrator

**Date:** March 19, 2020

**Re:** Request for Proposal – Library Building & Property Evaluation

With the passage of the Town operating budget by voters at the March 10<sup>th</sup> local election, we issued the attached Request for Proposal for the assessment of the existing library building and property.

This is a project that is included in the FY 2020 operating budget, and for which the Board had committed during the budget process they would put out for bid.

The Request for Proposal was issued on March 12, 2020. We direct mailed the request to four firms that do a significant amount of municipal work, in addition to posting it in three trade publications -- the Dodge Report, Construction Works in Progress and Construction Summary. It is also posted on the Town and the Griffin Library web sites.

During this first week, we had four firms contact us to express interest and ask some questions about the potential project.

We will keep an eye on this and hope to be able to keep to the April 2<sup>nd</sup> bid submission deadline. Should we get the sense that firms may have difficulty meeting this deadline, particularly due to the COVID-19 situation, we may issue an addendum and extend the deadline by a few weeks.

For now, this item is for information and there is no action for the Board to take.

Thank you for your consideration.

Attachment



# TOWN OF AUBURN

## PUBLIC NOTICE REQUEST FOR PROPOSALS

The Town of Auburn is soliciting proposals for the assessment of the existing library building and property in an effort to develop information and general recommendations / guidance for the expansion of the Griffin Free Public Library to be inclusive of library facilities and the provision of general community center meeting and function space.

The Town is interested in evaluating the Town property located at 22 Hooksett Road (Tax Map #26, Lot #9) which includes 2.4-acres of land (of which approximately one-half acre is currently developed) to determine what the potential is for this property.

In addition, the Town wants to review the existing library building to determine the realistic practicality of expanding the existing facility versus building a separate facility, whether attached or detached from the current facility.

The selected firm would work with the Library Board of Trustees, Library Director and other town officials to develop:

- information on the current facility and use.
- anticipated future facility and use.
- an analysis of the potential development of the total property.
- an analysis of the practical expansion potential of the current facility; and
- overall approaches that could be considered for the expansion of the existing library to provide the necessary space and facilities for the Town's present and future needs.

The resulting analysis report will include:

- the review of the existing facility and various functions.
- Identify with the owner the general space needs inclusive of the establishment of community center meeting and function space; and
- potential approaches to making upgrades / expansions required to meet the current and future needs.

It is equally important to know what the Town **is not** looking to do in this initial process. The Town is not looking to develop a formal design and plans for a new or expanded facility in this process. The Town is also not looking to perform a full space needs analysis in this process.

Town of Auburn  
Library & Property Evaluation Project  
Request for Proposals  
Page Two

The intention of this work effort is to provide base information to Town officials that they will be able to use for their internal discussions and planning work, as well as in future community discussions and information sessions that will ultimately lead to the defining of the library / community center project. The formal design and plan process and/or space needs analysis are things to occur at a later time.

Disciplines that are anticipated to be part of this process include architectural, structural, civil, environmental and permitting required to implement a potential project.

Work on the project could commence upon project award by the Board of Selectmen, which would be anticipated to be no later than April 21, 2020. It is desired for the analysis report and supporting materials to be delivered by July 31, 2020.

Sealed proposals marked "LIBRARY EVALUATION PROJECT" will be accepted at the Selectmen's Office until 2:00 PM on Thursday, April 2, 2020, at which time all proposals shall be opened and read aloud. After the opening of the proposals, any submitters in attendance will be given a period of time to review any and all proposals.

All proposals submitted shall be presented to the Auburn Board of Selectmen at their meeting on April 6, 2020. The Board of Selectmen will make the final award decision for this project.

Potential firms are welcome to visit the Griffin Free Public Library in advance of submitting a proposal if they wish to do so. It is encouraged Library Director Kathy Growney be contacted in advance of a visit at (603) 483-5374 or via e-mail at [Director@griffinfree.com](mailto:Director@griffinfree.com). General questions concerning the Request for Proposal may be directed to William Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 or via e-mail at: [townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com).

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

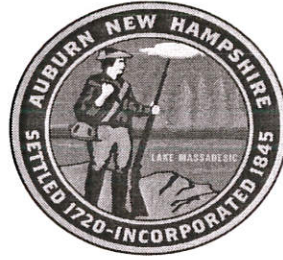
TOWN OF AUBURN  
BOARD OF SELECTMEN

March 12, 2020



## 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:** March 13, 2020

**Re:** Update on Status of HB 1105 and HB 1460

To follow-up on past discussions and reports, since the Board's last meeting the NH House of Representatives voted HB 1105 as Inexpedient to Legislate by a voice vote on March 12th. Effectively, this mean the bill is no longer under consideration this year.

HB 1105 was relative to warrant articles in SB 2 towns, school districts or village districts that, if amended at the Deliberative Session, both the original article and the amended article would both have to appear on the March ballot.

As a side note, the Majority Report in favor of Inexpedient to Legislate HB 1105 from the House Municipal and County Government Committee clearly understood the Auburn Selectmen's letter to the committee on this bill. All of the reasons to oppose the bill cited by the Selectmen were listed in the report, as was their conclusion that *"this bill is a solution looking for a problem"*. That was language directly contained in the Selectmen's letter to the Committee.

The other vote taken by the House of Representatives on March 12<sup>th</sup> was to approve HB 1460 with a significant amendment that changed the original bill from requiring a Town to make its annual budget available to anyone requesting it *"in full line item detail in active spreadsheet format"* to only requiring the governing body (Board of Selectmen) to provide the budget in this format to the Budget Committee if requested.

So, HB 1460 now moves on to the NH State Senate for consideration.

This bill was sponsored by Rep. Tony Piemonte of Sandown, who is one of five State Representatives to represent Auburn in the NH House of Representatives.

Thank you for your consideration.

Attachment

## General Court of New Hampshire - Bill Status System

**Docket of HB1105**

Docket Abbreviations

**Bill Title:** relative to warrant articles in official ballot town, school district, or village district meetings.*Official Docket of HB1105.:*

Date	Body	Description
12/2/2019	H	<b>Introduced</b> 01/08/2020 and referred to Municipal and County Government <b>HJ 1</b> P. 9
2/12/2020	H	Public Hearing: 02/18/2020 10:00 am LOB 301
2/12/2020	H	Executive Session: 03/03/2020 10:00 am LOB 301
3/4/2020	H	Majority Committee Report: Inexpedient to Legislate for 03/11/2020 (Vote 10-7; RC) <b>HC 10</b> P. 66
3/4/2020	H	Minority Committee Report: Ought to Pass
3/12/2020	H	Inexpedient to Legislate: MA VV 03/12/2020
3/12/2020	H	Reconsider (Rep. Ebel): MA VV 03/12/2020
3/12/2020	H	Inexpedient to Legislate: MA VV 03/12/2020

NH House

NH Senate

## General Court of New Hampshire - Bill Status System

**Docket of HB1460**

Docket Abbreviations

**Bill Title:** relative to the form of municipal budgets.*Official Docket of HB1460.:*

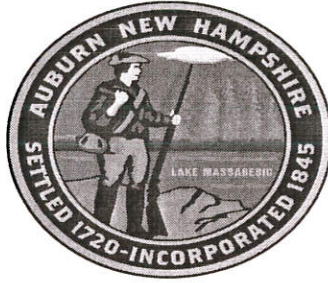
Date	Body	Description
12/3/2019	H	<b>Introduced</b> 01/08/2020 and referred to Municipal and County Government <b>HJ 1</b> P. 23
2/12/2020	H	Public Hearing: 02/25/2020 11:30 am LOB 301
2/12/2020	H	Executive Session: 03/03/2020 10:00 am LOB 301
3/4/2020	H	Majority Committee Report: Inexpedient to Legislate for 03/11/2020 (Vote 10-8; RC) <b>HC 10</b> P. 68
3/4/2020	H	Minority Committee Report: Ought to Pass
3/13/2020	H	Inexpedient to Legislate: MF DV 43-207 03/12/2020
3/13/2020	H	FLAM <b>#2020-1096h</b> (Reps. Carson, Piemonte): AA VV 03/12/2020
3/13/2020	H	Ought to Pass with Amendment 2020-1096h: MA DV 281-8 03/12/2020

NH House

NH Senate

## 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:** March 19, 2020

**Re:** Auburn 175<sup>th</sup> Anniversary

In follow-up to the Board's discussions at your last meeting on March 9<sup>th</sup>, we sent invitations to all of the following local entities for possible inclusion on a coordinating committee to focus on Auburn's 175<sup>th</sup> Anniversary Committee:

- ❖ 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
- ❖ Saint Peter's Church

At this point, we have received positive responses from the following organizations:

- ❖ Auburn Historical Association – Dan Carpenter
- ❖ Friends of the Griffin Public Library – Pat Clement
- ❖ Auburn Parks & Recreation – Amy Lachance
- ❖ Massabesic Seniors – Lorraine Senechal
- ❖ Auburn Police Department – Ray Pelton (point person)

Thank you for your consideration.



**Town of Auburn  
Board of Selectmen  
March 9, 2020  
Minutes**

**6:30 PM**

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

**Others Present** Eric Mitchell, Gary Gramatikas, Pamela Gramatikas, Paula Marzloff, Susan Goodhue, Michael DiPietro, Cynthia McLaughlin, Russell Sullivan, Michael Rolfe, Road Agent Michael Dross, Linda Dross, Fire Chief Michael Williams, 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 pursuant to RSA 91 – A: 3 (II) (c)** Consideration of discussion that would likely affect adversely the reputation of any person, other than a member of the public body itself.

***Mr. Leclair motioned to go into Non-Public Session pursuant to RSA 91-A: 3 (c) at 6:30 PM. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes, Mr. Leclair – yes and Mr. Bedard – yes. The motion carried unanimously.***

The meeting room was closed to the public at 6:31 PM.

***Mr. Leclair motioned to come out of Non-Public Session at 6:55 PM Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Leclair moved to seal the minutes of the non-public meeting. Seconded by Mr. Bedard. A vote was taken, all were in favor, the motion carried unanimously.***

**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 Payroll Manifest for the Week of March 2, 2020 - \$60,108.98**

***Mr. Leclair motioned to approve the Payroll Manifest for the week of March 2, 2020 in the amount of \$60,108.98. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of March Election Expenses Manifest for the Week of March 2, 2020 - \$4,350.00**

***Mr. Leclair motioned to approve the March Election Expenses Manifest for the week of March 2, 2020 in the amount of \$4,350. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Accounts Payable Manifest for the Week of March 9, 2020 - \$1,170,436.25**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of March 9, 2020 in the amount of \$1,170,436.25. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of March 9, 2020**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of March 9, 2020 some of which included: two pole licenses – Eversource Energy and Consolidated Communications of NNE Co, one Raffle Permit – Auburn Historical Association, one (1) Town Report Art Contest Acknowledgment Letters to 17 AVS Students, two (2) Abatement-Refund Requests, two (2) Tax Collector's Warrant/Land Use Change Tax and five (5) pistol/revolver licenses.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of March 9, 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

**Fire Chief Michael Williams – Monthly Meeting**

Chief Williams reported on the Fire Department's activities for the month of February 2020 which had 56 calls for service broken down in his report.

Chief Williams indicated the Fire Association has provided a custom cover for the boat to keep the water out.

Chief Williams reported recertifications were worked on with a dozen members and Chester and Derry attending. The Department is working on the 2020 Assistance to Firefighters Grant for portable radios and resubmitting the application for Personal Protective Equipment Extractor and Dryer before Friday, March 13<sup>th</sup>.

Chief Williams reported the Department is working with Derry on making the primary dispatch frequency a repeated frequency to improve communications.

Mr. Leclair asked if there was an officer's report from Mr. Saulnier on Station 2 and Chief Williams indicated there was not.

**Gary & Pamela Gramatikas – Application for Restoration of Involuntarily Merged Lots – 20 Appletree Road, Map 18, Lot 52)**

Eric Mitchell presented the application on behalf of Gary and Pamela Gramatikas the owners of the four lots, #101, 102, 103 and 104 containing 2.37 acres that comprise Map 18, Lot 52 for restoration of involuntarily merged lots. Mr. Mitchell indicated the four lots were created in 1961 as part of the Sun Valley subdivision. The application requests to unmerge two of the four original subdivision lots - #101 and #103. Lots #102 and #104 are developed and have a home on one and garage on the other. Mr. Mitchell noted the applicants were only recently deeded Lots #101 and #103 from the Estate of Arthur Gramatikas, however the Town has been assessing them as one lot with one owner since 1980 when the Town assigned them to be Tax Map #18, Lot #52 combined with Lots #102 and #104. Each lot is about one-half acre. Mr.

Mitchell indicated they had until 2021 to act on this and the statute was created for cases such as these which have happened all over the state.

Mr. Eaton indicated deeds are usually sent to the Town and he noted he could not find any notice or reason why the lots were merged by the Town or the reason for doing so in 1980. Mr. Eaton felt it was not sufficient alone to become a voluntary merger by combining for purposes of taxation or within a deed description, referencing Roberts v. Windham 2013.

Mr. Bedard questioned whether Lots #102 and #104 would stay together as Map 18, Lot 52 and whether the applicant would prefer to combine or separate Lots #101 and #103. Mr. Gramatikas indicated he would prefer that Lots #101 and #103 be separate. The description in the deed for Lots #101 and #103 are combined to total 49,510 sf, but the plan referenced in the deed shows the lots separately.

Mr. Eaton asked if the lots were buildable and Mr. Mitchell indicated the number of bedrooms may be limited to two per the State's criteria.

Mr. Eaton noted it made no difference whether these lots are configured as one or two lots, the intent was for there to be four lots shown on the plan.

Mr. Herman noted the Town attorney recommended Lots #101 and #103 be separated as a one-acre lot as originally sold.

Mr. Rolfe asked if the 125' well radius were met and recommends checking with the Building Inspector.

Mr. Dross noted it was shown on the plan as four lots. Mr. DiPietro noted even though the lots were described as one, Lots #101 and #103 were referenced.

Mr. Leclair indicated he was not prepared to decide and needed more time to review the materials recommending the application be continued until the next Selectmen's meeting on March 23<sup>rd</sup>. Mr. Bedard agreed.

***Mr. Leclair motioned to continue the Gramatikas application to the March 23, 2020 meeting. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **New Business**

### **Conservation Easement – 175 Acres on Chester Turnpike & Dearborn Road**

Mr. Herman provided the Board with a Memorandum dated March 6, 2020 concerning the proposed Conservation Easement for the Sanborn property on Dearborn Road and Chester Turnpike. Mr. Herman indicated the Conservation Commission has been working with the Southeast Land Trust and the property owners to secure an easement on Tax Map #11, Lot #19 which the Boy Scouts have used for camping. The easement would preserve approximately 175 acres of land in Auburn and an adjoining 18 acres in Candia. The total cost of the project is \$1,416,790 including expenses, of which all but \$160,00 is coming from outside public and private funds, gifts and donations. The Conservation Commission would provide the \$160,000 from the Town's Conservation Fund. The Commission has scheduled a public hearing on this expenditure to be held on April 7<sup>th</sup>. They will then come before the Selectmen likely at the end

of April for final action. Mr. Herman indicated the Conservation Fund has an approximate balance of \$800,000 now.

Mr. Leclair requested an inventory of these types of easements and properties. Mr. Herman noted it can be viewed in the Town Report and will get a copy to him.

Mr. Eaton discussed when a property comes out of current use how the developer would pay a Land Use Change Tax, the proceeds of which the Conservation Commission uses to purchase more conservation properties, which take large properties off the tax roll. Mr. Leclair noted this is an easement which the owners would still own and post and do other activities such as logging and farming that are allowed under the easement. Mr. Eaton felt the Town has more conservation properties than it will ever need, and taxpayers on the other side pick up the slack as when it comes out of current use the funds don't go back to the taxpayers.

## **Old Business**

### **Update on Status of HB 1105**

Mr. Herman provided the Board with an update dated March 6, 2020 on HB 1105. He noted the bill, if passed, would require a warrant article and its amendments to both appear on the official ballot. The NH House Municipal and County Government Committee has voted to recommend HB 1105 as inexpedient to legislate by a vote of 10-7. The full House of Representatives is scheduled to meet on March 11<sup>th</sup> and March 12<sup>th</sup> and most likely will vote to support the majority recommendation on this bill.

### **Biannual Boiler Inspections – Safety Complex Items**

Mr. Herman provided the Board with a letter dated February 24, 2020 concerning recommendations made for boiler service discussed at the last meeting together with an estimate from AAA Energy Service for \$1,379.06. Mr. Herman recommended the Board determine the funding source for repair of the boiler and indicated \$30,000 is in the Building Rehabilitation Fund for this purpose with more available in the event the appropriation is approved.

***Mr. Leclair motioned to expend \$1,379.06 from the Building Rehabilitation Fund for repair of the boiler parts at the Safety Complex. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Lawn Mowing and Maintenance Proposal for 2020**

The Board reviewed the bid proposals for the Town and cemeteries landscaping contract from five vendors who submitted proposals. After narrowing the selection to two, the Board had met with Plazascapes of Auburn and Parker Landscapes, LLC of Bedford. The Board had a lengthy discussion comparing the two proposals. Mr. Leclair noted the school has not made a choice and there is a five percent difference with Plaza providing more detail and regular cutbacks at Wayne Eddows fields. Mr. Leclair noted while he had trouble passing up the savings reflected in Parker Landscapes' bid, Mr. Leclair noted he could vouch for Plazascapes from personal experience with the Little League and they had done a good job. The owner of Plazascapes is an Auburn resident and when bids are close, he prefers to give something back to the taxpayers in Town. Mr. Eaton expressed concerns that Parker could not do both cemeteries for \$6,000 coming from Bedford. If it turned out not to be worth their while they may stop coming. Mrs.



Marzloff agreed she could not understand how both cemeteries could be done for the price quoted by Parker with so much detail work required. Mr. Eaton indicated he preferred to give the bid to Plazascapes rather than risk having a problem.

***Mr. Bedard motioned to award the Town and cemeteries landscaping contract for 2020 to Plazascapes. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Auburn 175<sup>th</sup> Anniversary**

Mr. Herman provided the Board with a Memorandum dated March 5, 2020 concerning the planning of Auburn's 175<sup>th</sup> Anniversary. Mr. Herman recommended developing a committee comprised of representatives of a number of community stakeholders. Mr. Herman provided a list of potential entities.

Mr. Leclair recommended keeping this on the agenda and asked Mr. Herman to reach out to see who is interested in sitting on the committee with April fast approaching.

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

Mr. Bedard reported Parks & Recreation reviewed job descriptions and will revisit them next month.

Mr. Leclair reported on the Planning Board. The Board heard of a proposal involving a 13-acre site near Mega-X that would build two duplex units on a 300' private road off Bypass 28. The developer would be responsible for maintenance of the road. Mr. Leclair expressed concerns with visibility, especially at night, turning left out of the road. Ms. Marzloff agreed and did not think there was 440' Sight distance. Mr. Leclair also reported C Squared Realty is in violation of its lighting plan and were sent a letter first from Dan Tatem of Stantec and then by the Building Inspector.

### **Other Business**

Chief Williams indicated he is waiting for a response from the NH Fire Marshall concerning the sprinkler system at the Auburn Village School and will follow up with Mr. Villeneuve.

Mrs. Marzloff noted there was a lot of misunderstanding about the proposed zoning amendment concerning 55 and over housing. Mr. Leclair thought this stems from the unlikely passage of a bill in the Legislature which people believe would allow affordable housing to be substituted for 55 and over.

Mr. Leclair presented Mr. Eaton with a gift on behalf of the Board of Selectman and the Town of Auburn with appreciation for six years of service as a member of the Board, which was met with a round of applause from the public. Mr. Eaton thanked the Board and wished Mr. Rolfe and Mr. Sullivan luck at tomorrow's election.

### **Next Meetings/Events**

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

Monday, March 16, 2020 – Swearing-in Ceremony Town & School District Officers – 6:00 PM

Monday, March 23, 2020 – Board of Selectmen's Meeting – 7:00 PM

## **Minutes**

- February 24, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the February 24, 2020 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

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

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary