

**Town of Auburn
Board of Selectmen
Town Hall
June 15, 2020**

7:00 p.m.

() Call to Order – Pledge of Allegiance

() Meeting Preamble During Covid-19 Emergency

Approval of Payroll Manifest for the Week of June 8, 2020 -- \$57,687.61
Approval of Accounts Payable Manifest for the Week of June 15, 2020
Approval of Consent Agenda – Week of June 15, 2020

() Appointments with the Board

Fire Chief Michael Williams – Monthly Meeting

() Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues
CARES Act Reimbursement Funding Submissions
Renovation of Pingree Hill Fire Station

() New Business

Request for Proposal for LED Street Light Conversion

() Old Business

Morgen Drive Parking
Update on Potential FY 2020 State Aid Revenues

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, June 29, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, July 13, 2020 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- May 27, 2020 Workshop Meeting
- June 1, 2020 Public Meeting

() Adjourn

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Selectmen's meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted with the Board present in one place and the public having the ability to telephonically listen to the meeting.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Let's start the meeting by taking a Roll Call attendance for the benefit of the public who may be listening in to this meeting.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Auburn Fire-Rescue Department Monthly Report May 2020

The Auburn Fire Department responded to 58 Incidents in the month of May, Incident responses are broken down as listed below:

Building Fire:	0
Vehicle/equipment Fires:	1
Brush:	2
Fires, all other:	1
Alarm Call no fire:	3
Hazardous Conditions:	1
Rescue/EMS:	28
Service calls:	9
Good intent calls:	13
Total:	58

Fire Chiefs Report

- The Per diem/part time firefighters started to fill weekend shifts in May, everything is going smooth and working fine. This new program is also assisting us with training new members over the weekend.
- Auburn Fire Department performed water supply/pump operation training in May.
- Continued with Numerous hours worked on the COVID-19 situation both as the Fire Chief and the EMD for the community, The Towns EOC staff has met weekly on status updates per the NH Emergency operations center. Auburn Fire Department and Auburn Police both have sufficient PPE for our first responders. We have also received some additional PPE for future town events. As I write this report things are starting to open slowly with hope that things get back to normal.
- I Attended numerous ZOOM meeting reference to NHEOC and the COVID pandemic
- Many Fire department events are being held remotely due to COVID-19, Officers meetings, Department meetings and training are being held via ZOOM meetings
- Continually updating Operational Policies and Procedures.
- I Attended the selectmen's meeting to go over monthly Fire Department report and to get a few revised policies approved.
- Exported the monthly NHIFRS reports to the State of N.H.
- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.

Deputy Fire Chief Bob Selinga

- Assists with Policy and procedure updates. Bob updated SOP 309 Mutual Aid
- Assists with checking members off on fire apparatus as driver/operators.
- Met with Station 2 officers.
- Responds to emergencies as requested.
- Assists the Fire Chief with many department related issues.

Safety Complex Captain Jim Saulnier

- Assisted with the COVID-19 preparedness, along with station cleanliness, serving as the assistant health officer, attended EOC staff meetings weekly.
- Assists with filling the per Diem shifts and with managing this program.
- Scheduled the Safety complex to be pressure washed by a contractor.
- Working on getting Station cameras tied together so both Fire station cameras can be viewed from the Complex.
- The day crew responded to 20 calls for service in May.
- Responded to emergencies as requested.
- Completed monthly Station Captain responsibilities @ Station 1 including disinfecting of vehicles and station due to COVID-19.
- Installed a new electrical outlet in the mechanical room for the PPE dryer.
- A new break away airline was installed for Rescue 1 bay.
- A new LED nightlight was installed in the apparatus bays of Station 2.
- Working on getting materials for safety chains for the apparatus bay doors.
- Completed daily Fire prevention activities.

Station 2 Captain (Vacant)

Lieutenant Todd Dignard (Crew #2)

- Assisted at Crew detail every other Sunday.
- Worked on ordering Forest pumps and equipment, now in service
- Placed new attic ladders on E2 and ladder 1
- Responded to emergencies as requested.
- Ordered and repaired small tools and equipment.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Matt Barsaleau (Crew #1)

- Assisted at Crew detail every other Sunday.
- Completed Forestry gear inventory.
- Worked with crews on training requirements.
- Working on issuing all AFD members webbing.
- 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 (Training)

- Working with many new members on completing probationary manual requirement.
- Responded to emergencies as requested.
- Working on updating probationary manual.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Serves as the AFD safety Officer.
- Working on organizing and scheduling monthly fire training.

Lieutenant Pat Glennon (Apparatus)

- Responded to emergencies while on duty as required.
- E2 went to McDevitt's for check engine light.
- Working with Lt. Szatynski on updating Probationary manual.
- Repaired rear scene light on ladder 1
- Worked with Perkins pump on annual fire pump testing and service.
- Gator 1 was serviced
- Assisted with floor waxing
- Repaired ladder 1 hose bed cover.
- Worked on driver training with FF. Makris, Cote and Stratton.
- Daily assigned station duties.

Lieutenant Mike Sullivan (EMS)

- Serves as our EMS coordinator.
- Responded to emergencies as requested.
- Monthly EMS training was held via ZOOM meeting due to COVID-19
- Qc's all EMS TEMSIS reports.
- Attended COVID-19 EOC meetings.
- Working on preparing for a Coronavirus outbreak, putting together exposure kits for members and training members on PPE.



Auburn Fire May 2020 Statistics

Calls by Day of the Week

	May 2020
Monday	1
Tuesday	8
Wednesday	9
Thursday	9
Friday	11
Saturday	10
Sunday	10
Total	58

Fire / EMS Calls for May 2020

EMS Calls for Service 29

Fire Calls for Service 29

Total Calls For Service 58

Calls by Response Area

	May 2020
Grid AFD1	19
Grid AFD2	5
Grid AFD3	9
Grid AFD4	15
Grid AFD5	2
Grid AFD6	0
Mutual Aid Given	9
Total	58

Fire and Rescue Responses by Type May 2020

Building Fire	0
Vehicle/ Heavy Equipment Fire	1
Brush	2
Fires, other types	1
Alarm call no fire	3
Hazardous Condition	1
Good Intent	13
Service Call	9
Emergency Medical Services	28
Total Responses	58

Simultaneous Incidents

	Occurrences	Total	Simultaneous Incidents
Single Call	52	52	N/A
Two Calls Simultaneously	3	6	6
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
Totals		58	6

Apr 2020

10 %

Mutual Aid/Auto Aid Given

	May 2020
Bedford	0
Candia	0
Chester	3
Deerfield	1
Derry	2
Hampstead	0
Hooksett	1
Hudson	0
Litchfield	0
Londonderry	0
Manchester	1
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
Total	8

Mutual Aid Received

		Time of Day	Count
Candia	3	00:00 - 00:59	1
Chester	12	01:00 - 01:59	0
Deerfield	0	02:00 - 02:59	0
Derry	0	03:00 - 03:59	1
Hampstead	0	04:00 - 04:59	0
Hooksett	1	05:00 - 05:59	0
Hudson	0	06:00 - 06:59	2
Litchfield	0	07:00 - 07:59	2
Londonderry	0	08:00 - 08:59	2
Londonderry	0	09:00 - 09:59	5
Manchester	0	10:00 - 10:59	2
Manchester	0	11:00 - 11:59	4
Raymond	0	12:00 - 12:59	4
Total	16	13:00 - 13:59	2
		14:00 - 14:59	6
		15:00 - 15:59	7

EMD Call Code

	May 2020		
ALPHA	5	16:00 - 16:59	3
BRAVO	2	17:00 - 17:59	1
CHARLIE	4	18:00 - 18:59	4
DELTA	9	19:00 - 19:59	2
ECHO	0	20:00 - 20:59	3
NONE	9	21:00 - 21:59	2
OMEGA	0	22:00 - 22:59	2
Grand Total	29	23:00 - 23:59	3
		Total Alarms	58

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: June 9, 2020

Re: Renovations to Pingree Hill Fire Station

As the Board this aware, shortly after the declaration of the Covid-19 pandemic State of Emergency in March, the Pingree Hill Fire Station was designated by the Town's Emergency Operations Committee and EM Director Michael Williams as the shelter the Town would use to quarantine any first responder required to do so who did not want to risk a further exposure to his or her family by staying home.

Following the designation and a full inspection of the facility, it was agreed by all officials the 32-year old building required some improvements to enable individuals who may need to stay for upwards of a 14-day period of quarantine to be as comfortable as reasonably possible. This would require a renovation of the kitchen, bathrooms and the central room or day area flooring.

In reaching out to several contractors for timely implementation of these improvements at a reasonable cost, the Board of Selectmen sought competitive proposals. In doing so, the only firm that was fully responsive to the project and able to conduct the work in a reasonable time frame was Espana Building & Development, Inc., of Auburn. Their proposal for a lump sum of \$32,460.00 with detailed explanation of work to be performed is attached.

While these improvements will have longer term benefit to the Town as this facility is often designated as a warming station or showering facility for local residents during periods of emergency declarations, extended power outages or similar incidents, the main impetus in taking them on is to provide a local quarantine facility for Auburn First Responders during the period of the current pandemic.

Assuming the Board is in support of this effort and in agreement with the proposal, the following motion would be appropriate:

Move to accept and approve the proposed renovations to the Pingree Hill Fire Station for the lump sum amount of \$32,460.00 as detailed by Espana Building & Development, Inc., of Auburn in a quote dated June 1, 2020, and to authorize Selectmen Chair Keith Leclair to sign the proposal on behalf of the town of Auburn.

Thank you for your consideration.

Attachment

ESPAÑA BUILDING & DEVELOPMENT, INC.

**P.O. BOX 788
AUBURN, NEW HAMPSHIRE 03032**

Phone 603-483-8800

Fax 603-483-2266

June 1, 2020

Keith Leclair
Chairman, Auburn Board of Selectmen
P O Box 309
Auburn NH 03032

Dear Keith,

España Building & Development, Inc. is pleased to quote the following renovations to the Pingree Hill Fire Station.

1. **Cabinets** - Remove and dispose of existing cabinets in kitchen and existing vanities in bathrooms. Replace with new cabinets, vanities and Formica countertops. Colors to be determined.

2. **Plumbing** - Remove and replace with new, kitchen sink and faucets. Sink to be single bowl and deeper if possible. Remove and replace with new (2) existing toilets, (2) existing vanity sinks, (2) existing lav faucets and (2) shower valves and shower heads. All existing connections for toilets and faucets will have to be removed and replaced due to corrosion.

3. **Showers** - (2) existing shower stalls to be completely refinished, color white.

4. **Shower Doors & Mirrors** - (2) shower doors to be removed and replaced with new. (2) Existing medicine cabinets to be removed and replaced with (2) 36" x 42" mirrors.

5. **Doors** - Install (2) new 90 minute fire rated doors to apparatus bays.

1st door to be removed and replaced with new fire rated door and moved closer to apparatus bay and existing opening to be cased.

2nd door to be removed and replaced with new fire rated door.

6. **Flooring** - Remove all existing VCT tile and vinyl in kitchen, all interior hallways, bathrooms and office.

Level floor in existing kitchen then replace all areas removed with new VCT tile, color to be determined. Install new vinyl cove base, color to be determined.

7. **Electrical** - Move (2) existing outlets in bathrooms. Disconnect wiring for medicine cabinets. Install new outlet for microwave.

8. **Miscellaneous** -

A. Raise existing soffit for cabinets

B. Patch drywall in areas needed for plumbing to replace existing water connections

C. Drywall around new door moved closer to apparatus bay

D. Supply dumpster

E. All areas cleaned and swept

Exclusions

1. Moving and replacing of all furniture and appliances from kitchen area.
2. Moving and replacing computers, filing cabinets and desks from office.
3. No painting or patching of existing walls.
4. No ceiling tiles
5. No Chemical Toilet
6. Any electrical or alarm upgrades that may be required by the building inspector.
7. New appliances to be supplied by the Town.

The Total for the above items to be completed by España Building & Development, Inc. is \$32,460.00

Payment Terms:

1/3 when cabinets and plumbing fixtures are removed

1/3 when new flooring, new cabinets and fire rated doors are installed

1/3 when project is complete

Respectfully submitted by Richard W. Eaton

Accepted by:

Town of Auburn

Richard Eaton
Richard Eaton

LED STREETLIGHT CONVERSION
Town of Auburn, New Hampshire
BID DOCUMENTS

I. PROJECT SUMMARY

The Town of Auburn, New Hampshire ("the Town") is soliciting proposals from qualified contractors ("Contractor") to convert the Town's existing street lighting to Light Emitting Diode (LED) equivalents. The Contractor chosen will be expected to implement the conversion of all existing street lighting in the Town, estimated at approximately 82 units, to equivalent LED streetlights.

II. SCOPE OF WORK

The Contractor selected for this project will perform the following project related services. These shall include, but are not limited to:

1. Provide qualified labor, materials, supplies, equipment, facilities to convert approximately 82 existing "Metal Halide and High-Pressure Sodium" (HID) "to LED fixtures.
2. Ensure Eversource Ledger reconciliation of existing equipment based on field verified inventory. Attached to this document is the current inventory of existing equipment and locations.
3. Determine appropriate optics (and shielding, as needed) based on field-verified asset attributes.
4. Confirm Eversource's agreement and approval of selected equipment, installing contractor's qualifications and installation procedures.
5. Ensure illumination standards meet established Eversource lighting conditions and NHDOT Roadway Lighting Design Manual recommended illumination standards.
6. Communicate with Eversource prior to any installations.
7. Coordinate weekly reports to update Eversource on ledger conversion and ensure that converted equipment is switched from the current EOL billed rate to new LED tariff rate.
8. Remove and dispose all existing luminaire heads. All materials shall be recycled properly, and any other materials shall be discarded compliant with all state and federal regulations and Eversource disposal requirements for old fixtures.

III. UTILITY REBATES

The successful Contractor will facilitate all aspects of Eversource rebate approval and final payment and assist in the processing of all utility rebates and the utility company documentation for the processing of utility bills under the new LED rate. Eversource's LED rebate programs will be a main consideration of the proposal. All proposals must meet the qualifications of Eversource for rebates.

IV. TRAFFIC SAFETY

1. Coordinate work with the Town to confirm installation routing and scheduled work areas.
2. Communicate with Town prior to any installations.
3. Flaggers and signage shall be the responsibility of the Contractor. Police details may be required by the Town depending upon the location of work areas.

V. COMPLIANCE WITH LAWS AND REGULATIONS

Perform all aspects of the work in compliance with all laws. The Contractor is responsible for compliance with all State and Federal laws and regulations including wage and labor, OSHA requirements, and appropriate safety measures.

VI. PROJECT SCHEDULE

The Town anticipates that a contract will be entered into with the successful Contractor by July 31, 2020 and the work will be performed in 2020. The final scope, budget and installation schedule will be determined in consultation with the selected firm. The contract will be contingent on receipt of funding from the LED rebate programs through Eversource, and the availability of the rebate funds may impact the installation schedule.

VII. PAYMENT

The Town and the Contractor may mutually agree to intermediary payments at stages of completion of the project. At least 10% of the total cost will be retained until the project is 100% completed.

VIII. REFERENCES

Bidders must provide three (3) references for similar projects completed by the Contractor within the past three (3) years.

IX. SUBMISSION INSTRUCTIONS

One (1) original bid must be submitted in a sealed envelope clearly labeled "LED STREETLIGHT PROJECT" must be submitted no later than 2:00 p.m. on Wednesday, July 1, 2020 at which time bids will be publicly opened and read aloud. Bids may be submitted by mail, courier service, or in person addressed to:

William Herman, Town Administrator
Town of Auburn
P.O. Box 309
Auburn, NH 03032

For in person delivery, there is a drop box at the Town Hall (mail slot to the right of the front doors) where submissions could be delivered. The physical address for the Town Hall is:

Town of Auburn
47 Chester Road
Auburn, NH 03032

In the case of mailed or third-person delivery, the outer envelope must be clearly labeled "LED STREETLIGHT PROJECT". No faxed or unsealed bids will be considered.

An authorized person representing the legal entity of the bidder must sign bids.

The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form, or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.

Bids are considered valid for sixty (60) days after bid(s) are opened. Bidders may not withdraw, cancel, or modify their bid for a period of sixty (60) days after bid(s) are opened.

X. PERFORMANCE BOND

Prior to the execution of the contract, the contractor shall furnish either a letter of credit or cash bond in the amount at least equal to 100% of the total contract price as a security for the Town of Auburn.

XI. INSURANCE REQUIREMENTS

Certificates of insurance as set forth below, identifying the Town of Auburn as co-insured, will be submitted to the Town prior to the commencement of work and no more than thirty (30) days after the signing of the contract. The Town will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. Each policy of

insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire.

Workers Compensation	Statutory
Automobile and Equipment	\$1 Million/\$2 Million
Property Damage	\$1 Million/\$2 Million
General Liability	\$1 Million/\$2 Million

XII. INDEMNIFICATION

The contractor must agree in writing to indemnify the Town of Auburn from any and all liability, loss or damage, including but not limited to bodily injury, illness, death or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgment against the Town arising out of the contractor's actions or omissions relating to this project.

XIII. BID AWARD

The Town reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost, but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town; and
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm.

Any questions regarding this project should be directed to:

William Herman
Town Administrator

(603) 483-5052 or townadmin@townofauburnnh.com

TOWN OF AUBURN
INVENTORY OF EXISTING STREET LIGHT LOCATIONS

Rate	Light Size	Street Name	Install Date	Pole Number
82	047	AUBURNDALE RD	9/7/2000	15/225
82	047	AUBURNDALE RD	9/7/2000	15/228-1
82	047	BUNKER HILL RD	9/7/2000	2/44
82	047	CHESTER RD	9/7/2000	89/29
82	047	CHESTER RD	9/7/2000	89/33
82	047	CHESTER RD	9/7/2000	89/37
82	047	CHESTER RD	9/7/2000	89/40
82	047	CHESTER RD	9/7/2000	89/44
82	047	CHESTER RD	9/7/2000	89/48
82	161	CHESTER RD	3/26/2012	89/18
82	161	CHESTER RD	9/7/2000	89/ 1
82	161	CHESTER RD	9/7/2000	89/ 4
82	161	CHESTER RD	9/7/2000	89/ 7
82	161	CHESTER RD	9/7/2000	89/10
82	161	CHESTER RD	9/7/2000	89/14
82	161	CHESTER RD	9/7/2000	89/22
82	161	CHESTER RD	9/7/2000	89/25
82	047	CHESTER RD	9/7/2000	1/ 5
82	047	CHESTER RD	9/7/2000	1/12
82	047	CHESTER RD	9/7/2000	1/16
82	047	CHESTER RD	9/7/2000	1/31
82	047	CHESTER RD	9/7/2000	1/34
82	047	CHESTER RD	9/7/2000	1/45
82	047	CHESTER RD	9/7/2000	1/52
82	047	COLEMAN RD	9/7/2000	10/18
82	047	COTTAGE AVE	9/7/2000	17/ 4
82	047	DEARBORN RD	9/7/2000	53/34
82	047	DEPOT RD	9/7/2000	22/44
82	047	EATON HILL RD	2/1/2006	10/2
82	047	HOOKSETT RD	9/7/2000	185/ 1
82	047	HOOKSETT RD	9/7/2000	185/10
82	047	HOOKSETT RD	9/7/2000	185/18
82	047	HOOKSETT RD	9/7/2000	6/12
82	047	HOOKSETT RD	9/7/2000	6/17
82	161	HOOKSETT RD	9/7/2000	6/ 4
82	161	HOOKSETT RD	10/7/2014	185/08
82	047	KIMBALL POINT RD	9/7/2000	43/4
82	047	LONDONDERRY TPK	2/1/2006	29/078
82	047	LONDONDERRY TPK	9/7/2000	29/031
82	047	LONDONDERRY TPK	9/7/2000	29/033
82	047	MANCHESTER RD	9/7/2000	1/ 7
82	047	MANCHESTER RD	9/7/2000	1/13
82	047	MANCHESTER RD	9/7/2000	1/91
82	047	MANCHESTER RD	9/7/2000	1/98
82	047	MANCHESTER RD	9/7/2000	15/156

TOWN OF AUBURN
INVENTORY OF EXISITNG STREET LIGHT LOCATIONS

Rate	Light Size	Street Name	Install Date	Pole Number
82	047	MANCHESTER RD	9/7/2000	15/157
82	047	MANCHESTER RD	9/7/2000	15/164
82	047	MANCHESTER RD	9/7/2000	15/167
82	047	MANCHESTER RD	9/7/2000	15/170
82	047	MANCHESTER RD	9/7/2000	15/173
82	047	MANCHESTER RD	9/7/2000	15/178-1
82	047	NEAL AVE	9/7/2000	55/3
82	047	NUTT RD	9/7/2000	64/4
82	047	OLD CANDIA RD	9/7/2000	15/236
82	047	OLD CANDIA RD	9/7/2000	15/246
82	047	ORCHARD ST	9/7/2000	68/3
82	047	PINGREE HILL RD	9/7/2000	34/27Y
82	047	PINGREE HILL RD	9/7/2000	34/44
82	047	RATTLESNAKE HILL RD	9/7/2000	5/20
82	047	RATTLESNAKE HILL RD	9/7/2000	5/26
82	047	RATTLESNAKE HILL RD	9/7/2000	5/27
82	047	RATTLESNAKE HILL RD	9/7/2000	5/34
82	047	RATTLESNAKE HILL RD	9/7/2000	5/49
82	047	RAYMOND RD	9/7/2000	67/ 7
82	047	RAYMOND RD	9/7/2000	67/13
82	151	RAYMOND RD	9/7/2000	67/15-1
82	047	READING ST	9/7/2000	68/8
82	047	ROCKINGHAM RD	9/7/2000	15/187
82	047	ROCKINGHAM RD	9/7/2000	15/189
82	047	ROCKINGHAM RD	9/7/2000	15/192
82	047	ROCKINGHAM RD	9/7/2000	15/197
82	047	ROCKINGHAM RD	9/7/2000	15/203
82	047	ROCKINGHAM RD	9/7/2000	15/207
82	047	ROCKINGHAM RD	9/7/2000	15/211
82	047	ROCKINGHAM RD	9/7/2000	36/109
82	047	ROCKINGHAM RD	9/7/2000	36/111
82	047	ROCKINGHAM RD	9/7/2000	36/113
82	047	ROCKINGHAM RD	9/7/2000	36/115
82	047	SPOFFORD RD	9/7/2000	7/7
82	048	SPOFFORD RD	9/7/2000	7/1
82	047	WILSON CROSSING RD	9/7/2000	8/ 4
82	047	WILSON CROSSING RD	9/7/2000	8/26

TOWN OF AUBURN
LED Streetlight Conversion
Cost Proposal

CONTRACTOR INFORMATION

Contractor's Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Bid item price for providing services and materials necessary to remove the existing street light fixture from the existing arm and replace it with a new LED fixture. Services include all work necessary to bring the new light fixture in to full working order. Services also include legal disposal and or recycling of the existing fixtures.

# of fixtures	Size Code	LED Watts	LED Fixture Lumens	Unit Price Fixture	Install Price Fixture	Total
70	47					
10	161					
1	151					
1	48					
3	175W MVST MV COBRA					
1	100W SVPB – HPS SUBURBAN					
1	250W MVST – MV COBRA					
1	250W SVFL – HPS FLOOD					
3	250W SVST – HPS COBRA					
5	400W SVFL – HPS FLOOD					

Estimated GRAND TOTAL cost to complete the full scope of work \$_____.

The Town of Auburn reserves the right to modify, adjust and or eliminate elements of the scope of work and related quantities. The BIDDER further certifies by submitting a formal bid, that he / she has visited the proposed work site to accurately assess the scope of the construction logistics, level of effort, management issues, material needs and degree of difficulty.

By signing below, you certify the rates above and a full understanding of the project as proposed and outlined in the scope of work and the project's timeline.

Name and Title of Authorized Signatory: _____

Signature _____ Date: _____

Bill Herman

From: mmanh@googlegroups.com on behalf of Margaret Byrnes
<mbyrnes@nhmunicipal.org>
Sent: Friday, June 5, 2020 2:40 PM
To: mmanh@googlegroups.com
Subject: [MMANH] From today's Bulletin

State Aid

Towns and cities have been understandably concerned about potential reductions to state aid and revenue sharing due to the pandemic. Some municipalities are in the process of finalizing their fiscal year budgets right now, while many others have already adopted budgets that include the anticipated amounts from the state in meals and rooms tax, municipal aid, and other state aid.

NHMA has been asking the same questions you have. Yesterday, we confirmed that the governor has no intent to make any reductions to state aid amounts. Here is additional information regarding state aid:

Meals and Rooms Tax (M&R) Distributions

RSA 78-A:26 provides a formula for distribution of M&R revenues to municipalities which is based on the most recent estimated population numbers provided by the Office of Strategic Initiatives. The statute uses the prior year's M&R collection as the basis for the distribution, with 40 percent of the tax revenue intended for municipalities, and includes the so-called "catch-up" provision to reach that level of municipal funding. However, as many of you know, RSA 78-A:26 has been suspended in nine of the past eleven years as part of the biennial state budget. Each year since 2017 the state has appropriated and distributed \$68.8 million regardless of the amount of tax revenue received.

For the fiscal year 2020/2021 biennium the state operating budget again includes an appropriation of \$68.8 million each year for the meals and rooms tax distribution. This is a state general fund appropriation and is not tied to the actual amount of tax revenue the state receives. As such, and as confirmed by the governor, cities and towns will receive the same level of meals and rooms tax distribution in fiscal year 2021 (typically paid at the end of December) that they received last December, with minor adjustments due to updated population estimates used in the distribution formula.

Highway Apportionment Block Grants

RSA 235:23 and RSA 235:23-a provide for formulaic distributions of state road toll (gas tax) and motor vehicle fees to municipalities for various local transportation needs. Unlike the M&R tax distribution, these grants are based upon prior year state highway fund revenues. At this time, the state estimates fiscal year 2020 highway fund revenues to be under the revenue plan by an aggregate 7.5%. The state will provide an updated fiscal year 2021 highway apportionment block grant amount to each municipality upon the close of state fiscal year 2020 (i.e. after Jun 30, 2020).

One-Time Grants to Municipalities and School Districts

The state operating budget contained funding for one-time grants to both municipalities and school districts. Both grant amounts are based on data from state fiscal year 2020, including the number of

children who qualify for free and reduced lunch. The municipal grants are fixed at an aggregate \$20 million, with funds going out under a proration formula. The education grants are not fixed but are estimated to equal \$62.5 million in fiscal year 2021.

According to the governor, legislative action, not executive action, would be required for any changes to these state aid distributions.

Margaret



Margaret M.L. Byrnes
Executive Director
NH Municipal Association
25 Triangle Park Drive
Concord, NH 03301
Tel: (603) 224-7447
Email: mbyrnes@nhmunicipal.org
www.nhmunicipal.org

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Access to this list serve is only available to current full members of MMANH (membership application available at www.mmanh.org). If you have any other questions, e-mail group administrator Todd Selig <tselig@ci.durham.nh.us>.

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**Town of Auburn
Board of Selectmen and Board of Library Trustees
Workshop Meeting
May 27, 2020**

Selectmen Present: Keith Leclair Todd Bedard and Michael Rolfe

Trustees Present: Nancy Mayland

Also Present: Library Director Kathryn Gowney and Town Administrator William Herman.

Mr. Leclair called the meeting to order at 6:10 pm

Library Building and Property Evaluation Proposals

The Library Trustees and Board of Selectmen were meeting to interview representatives of the three firms short listed for the Town's project of an evaluation of the library building and property for a future expansion of the library and provision of a community center facility. The evaluation project was included in the FY 2020 Town operating budget.

A Request for Proposals was issued on March 12th with an original submission deadline of April 2, 2020. On March 25, 2020, an addendum was issued that extended the submission deadline to April 16, 2020. A total of eight proposals were received. During a workshop meeting on May 11th, the Library Trustees and Board of Selectmen shortlisted three firms for interviews including SMP Architecture of Concord, H.L. Turner Group of Concord and Stantec Consulting Services of Auburn.

H.L. Turner Group, Inc., Concord

William Hickey and Doug Proctor, principals of H.L. Turner, Group, Inc., met with the Board at 6:15 PM and provided an overview of the firm, some of its past & current projects and their understanding and approach to the library evaluation project. They described their firm as a full-service, multi-dimensional firm with a commonsense approach to cost conserving budgeting. They stressed an interest in being involved for the long haul from first concept to ribbon cutting. The Board members had a general discussion with Mr. Hickey and Mr. Proctor about the proposal they submitted, approaches to the project and what they were looking for in this effort in terms of overall approach and the potential that this is the first step in a longer term project and that, hopefully, the firm selected will be able to move forward with the project through design, development and implementation. Mr. Hickey and Mr. Proctor left the meeting at 6:55 PM.

SMP Architecture, Concord

Jason LaCombe and Anthony Mento of SMP Architecture met with the Board at 7:00 PM and provided an overview of the firm, some of its past & current projects and their understanding and approach to the library evaluation project. They noted at the present time they are currently working on eight different library projects around the State, and that they feel they have earned a reputation for specializing in libraries. Mr. LaCombe noted he was currently serving as a Library Trustee in his home community of Hopkinton. They stressed an interest in being involved for the long haul on a project, and that their job was to listen to their clients for their interests, needs and wants, and to translate that into a successful project. They also indicated that although they have worked on a significant number of library projects, they do not have a cookie cutter approach to projects and that each one is different based on the character of the community and the objectives trying to be achieved with each project. The Board members had a general discussion with Mr. LaCombe and Mr. Mento about the proposal they submitted, approaches to the project and what the community was looking for in this effort in terms of overall approach and the potential that the firm selected would be in a position to be able to move forward with the project through design, development and implementation. Mr. LaCombe and Mr. Mento left the meeting at 7:55 PM.

Stantec Consulting Services, Auburn

Dan Tatem of Stantec Consulting and Bradford Prescott of Banwell Architects of Lebanon met with the Board at 8:00 PM and provided an overview of the two firms and their proposed collaboration on this project. They highlighted some of their past & current projects and their understanding and approach of the Auburn library evaluation project. Mr. Tatem stressed Stantec's long-term history with the Town of Auburn, as well as Banwell Architects assistance with the Town Hall renovation project several years ago. They noted with the collaboration of Stantec and Banwell, Auburn would receive a 360-degree approach to the evaluation project and a strong team that would more than meet the Town's needs and expectations with this project. They stressed an interest in not just being selected for this initial work, but for the future steps moving forward to a desired completed facility. They indicated although they have not done as many library projects as other firms may have, they have done a few and their experience suggests no two projects are alike based on the community's needs and interests. The Board members had a general discussion with Mr. Tatem and Mr. Prescott about the proposal they submitted, approaches to the project and what the community was looking for in this effort in terms of overall approach and the potential for the firm selected moving forward. Mr. Tatem and Mr. Prescott left the meeting at 8:55 PM.

General Discussion

The meeting attendees shared their initial reactions and impressions from the interviews conducted with pluses and concerns with each firm being noted. Differences in project approaches and deliverables between the three firms were noted. The sense was expressed that one firm takes more of an engineering lead or focus for this effort, while the other two have more of an architectural focus. It was suggested that one firm followed the terms of the Request for Proposal as to what was being sought, while the other two addressed what they felt the work should be.

Several Selectmen and Library Trustee Nancy Mayland could not recall the specifics of what the Town's Request for Proposal had asked for. Mr. Herman noted he would forward a copy of the RFP to all members to help assist in their review and decision process.

Several individuals indicated it was not clear to them the H.L. Turner Group proposal addressed the site development component of the evaluation the Town is interested in conducting. Mr. Herman was asked to contact H.L. Turner for clarifying information on how the firm was addressing the site development aspect of this project.

Mr. Herman will follow through with the two boards to provide a copy of the Request for Proposal as issued, and to reach out to H.L. Turner for the clarifying information requested, and to share that information with the Board members.

Adjourn

Mrs. Mayland moved to adjourn; Mr. Rolfe seconded the motion. All were in favor, the motion passed, and the meeting adjourned at 9:10 pm

**Town of Auburn
Board of Selectmen
June 1, 2020
Public Access by Remote Teleconference
Minutes**

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Road Agent Michael Dross, Tom Zapora, Joanne Linxweiler, Police Chief Ray Pelton (remotely), Robert Sanborn (Remotely), Brenda Brunelli (remotely), Terry Coll (remotely), Karen Garon (remotely), Steven Kimball (remotely), Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Mr. Leclair announced that as Chairman of the Board of Selectmen, he was declaring that an emergency exists and was invoking the provisions of RSA 91-A:2 III (b). Federal, state and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to the public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted with the Board present in one place and the public having the ability to telephonically listen to the meeting.

The Selectmen announced they were present by roll call: Mr. Leclair, Mr. Bedard and Mr. Rolfe. Mr. Leclair advised he would periodically check for comment from the public.

Approval of Payroll Manifest for the Week of May 25, 2020 - \$52,464.91

Mr. Bedard motioned to approve the Payroll Manifest for the week of May 25, 2020 in the amount of \$52,464.91. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of June 1, 2020 - \$650,185.92

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 1, 2020 in the amount of \$650,185.92. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of June 1, 2020 - \$20,150.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of June 1, 2020 in the amount of \$20,150. Mr. Leclair seconded the motion. A vote was taken -- Mr. Leclair – aye, Mr. Bedard – aye and Mr. Rolfe abstained. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of June 1, 2020

Mr. Leclair read out loud and offered for inspection a copy of the Consent Agenda for the Week of June 1, 2020 some of which included: one (1) Tax Collector's Warrant, one (1) Tax Collector's Warrant/Yield Tax, one (1) Warrant/Payment in Lieu of Taxes for Manchester Water Works, three (3) Applications/Elderly Property Tax Exemptions, one (1) Health Trust, Inc., Member Coverage Agreement, and two (2) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the Week of June 1, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Robert Sanborn – Conservation Easement Land

Mr. Herman indicated he received notification from the Sanborns the Town had encroached on their property that abuts the Town highway property. Mr. Sanborn indicated his surveyors did the survey work and provided pictures. Mr. Sanborn noted when the property was originally divided long ago, the Town was to set boundary markers, but it does not appear that was ever done. With this property designated for a conservation easement, the boundary needs to be addressed before the easement process can proceed.

Road Agent Dross indicated once the boundary line is defined, he will have all materials stockpiled moved from the area and place boulders along the identified property line.

Mr. Leclair apologized to the Sanborns for the past failure to mark the boundary, and the Board agreed there were no issues in acting to clear the encroachment and placing boulders there permanently to mark the boundary. Mr. Leclair suggested Mr. Sanborn to contact Mr. Herman as soon as the line was established so the Road Agent could complete the work by the Town.

Tom Zapora and Joanne Linxweiler – Morgan Drive Parking Issue

Mr. Bedard indicated complaints were brought to his attention from residents of both Morgan Drive and Maple Farm Road concerning unpleasant and encroaching activity resulting from visitors of Tower Hill Pond. Road Agent Dross placed no parking signs and jersey barriers prior to the Memorial Day holiday weekend. Chief Pelton indicated the Department made regular checks of the neighborhood and contacted Google Maps to ask for a correction. Mr. Leclair noted he made three or four trips to check on the situation himself.

Mr. Zapora and Mrs. Linxweiler indicated the temporary signs and barriers were working wonderfully. People still drove up and changed their minds. It was an effective deterrent.

Mrs. Coll thanked the Board very much noting it was successful and the past two weekends have been a breath of fresh air. She said 100 cars drove up, saw the signs and left, some were not so pleasant about it, but Mrs. Coll thanked the Board for the effort indicating it has worked.

Mr. Leclair noted it was not a long-term solution and people in the immediate vicinity of the trailhead are the most impacted.

Mr. Kimball spoke to the issue of dirty diapers being littered, indicating he had picked them up; they likely fell out of someone's bag, as they were unsoiled. Mr. Kimball hoped the loss of parking was not long-term because they have family gatherings and contractors for landscaping etc. with trailers who need to park on the road. Chief Pelton noted the Department would take notice of appropriate visitors parked there.

Mr. Leclair indicated the Town had thrown everything at this and it was done quickly. Mr. Leclair asked if anyone had any ideas to please share them.

Mr. Kimball would like to see the jersey barriers go. Mr. Zapora indicated they could stay if needed; he felt his family was the most directly impacted by them and they did not mind them. Mrs. Garon indicated she was happy for this to continue until mid-June. It was suggested Manchester Water Works needs to work out the right (safe) path on their property. Mr. Kimball indicated the right-of-way was not within the bounds that are on the ground. Mrs. Linxweiler indicated the Governor extended the Stay at Home order until mid-June and she would like things to stay as-is until mid-June and hope things settle down. When the jersey barriers come down, she suggested the no parking signs could stay up for awhile and leave room for six to eight cars.

Mr. Zapora indicated 150 cars backed up Memorial Day weekend, even after the signs were posted. There were a lot from out of state and out of Town. Mrs. Linxweiler reported the Tower Hill Pond trail is ranked on a hiking app as one of the best in NH, and it gives the Morgen Drive address for access. Mr. Zapora shared one example of many with a Toyota Scion that returned multiple times, parked on the lawn, came back and yelled obscenities at him. Another example was kayaks coming in after midnight. He said there were 100 cars on Saturday and Sunday.

Mr. Leclair asked if there was one point of access the motorists were sharing where an effective point could be placed and whether a sign at McEvoy and Morgan would work, where there is room to turn around. Mrs. Coll noted if the signs could be seen without driving up the road, it may help to stop people before they got to the cul-de-sac and had to turn around.

Mr. Bedard indicated eventually the barriers need to come down, they are not pleasant to look at. Mr. Leclair added the no parking signs could be phased out, to every other one and be returned to the school where they were borrowed from. Mr. Leclair indicated as the next Selectmen's meeting was June 15th, the matter would be kept on the agenda under old business for a review then.

Mrs. Linxweiler and Mr. Zapora thanked the Board for their time and effort.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Mr. Leclair indicated the Emergency Operations Committee has not met in a couple of weeks as the issues in Town have been reduced. He indicated PPE is well stocked. The Fire Chief has no immediate need. Chief Pelton reported there are two active Covid cases currently and had been a total of 24 since the State of Emergency was declared.

Mr. Leclair noted the Town Hall door is locked and a minimum number of people are allowed in the building. Mr. Herman indicated a meeting of Town Hall staff will be held on Wednesday to discuss what happens after the Stay at Home order is lifted on June 15th.

CARES Act Reimbursement Funding Submissions

Mr. Herman indicated the required documentation for the First Responder's Program stipend totaling nearly \$56,000 has been submitted and approved. Also, March and April CARES Act expenses of nearly \$21,500 have been submitted in two submissions. The first submission of approximately \$7,000 has been approved and he anticipates the second of approximately \$14,500 will be as well. Work has started on the FEMA disaster submission with about \$6,000 in expenses for March and April having been identified. The FEMA time period goes back to January 20th.

New Business

E-Waste Collection Event – September 26, 2020

Mr. Herman indicated the Town can hold an E-Waste Collection Event on Saturday, September 26, 2020 from 9:00 AM to 2:00 PM if the Board wants to do so. The company is holding last year's price.

Mr. Leclair asked about a process for screening use by residents. Mr. Bedard agreed, noting last year one person brought 40 computers. Mr. Leclair asked if the policy should be having dump stickers or showing identification without creating a bottleneck and taking Covid into effect. Mr. Leclair said at least one of the Selectmen are usually there, as is the Town Administrator and a police officer. Another thought was perhaps a yellow or green colored insert in the Town Crier could be provided to residents, or the number of pieces could be limited.

Mr. Bedard asked if things are bad in September with a resurgence of Covid could they back out. Mr. Herman will check with the vendor.

Mr. Leclair asked if there could be any cost savings with the rate of \$800 for a full container and a charge of \$600 for empty. This reflects a cost of only \$200 to dump them. Mr. Herman will review the rates with the contractor.

First Quarter FY 2020 Budget Status

Mr. Herman provided the Board with a copy of the first quarter FY 2020 budget status report from Finance Director Adele Frisella. The report shows 35% spent, with most items on track. Mr. Herman pointed out the voter guide is 102%, but is complete, and the Longmeadow Cemetery costs reflect is for the stone wall project undertaken which will be offset by revenue from Trust Funds and, effectively, balance off the budget. He also noted the purchase of a police cruiser early in the year, so that line shows a significant expense to date, but it will not be ongoing.

Road Agent Dross indicated he will be working on shim and overlay on Sandy Knoll Drive and Cohas Drive. He said they were fighting the weather to cold patch roads, but it is going well. Culverts are being planned for Sandy Knoll Drive in the fall. Star Circle, Calef Road and Pingree Hill Road culverts will also be done.

Mr. Bedard asked about the street lighting change to LED which had been discussed. Mr. Leclair noted this was a project not specifically budgeted but could be covered through reserve funds and utility grant assistance programs should the Board want to move forward. The Board asked Mr. Herman to put together a Request for Proposal for the project.

The Board asked if there was an indication about potential State revenues for the municipalities, and Mr. Herman reported initial reports from the Revenue Commissioner indicated the revenues collected by the state were not as bad as initially predicted for the early months. But there is still a loss and it was too early for the State to know with certainty the full impact they will have. He noted the Governor is projecting a \$450 - \$500 million shortfall on an approximately \$6 billion. He also noted the State is suggesting there will be one more stimulus package to come, which may be allowed to fill revenue losses by state and local governments.

Mr. Herman noted \$113,700 is encumbered for the Griffin Mill Bridge.

Mr. Herman indicated the Parks & Recreation Shed was approved by the voters, but the anticipated State revenue is still uncertain at this point in time.

Old Business

Follow-up Meeting with Library Trustees

Mr. Herman inquired how the Board would like to proceed on the vendor selection for the evaluation of the library building and property. The Selectmen requested a Workshop Meeting with the Library Trustees be scheduled for 6 PM on Monday, June 15th prior to the Board's regular meeting at 7 PM.

NH 10-Miler Road Race – Update

Chief Pelton indicated he has heard nothing new. Chief Pelton noted the race is a qualifier for the next year's Boston Marathon as this year's has been cancelled. Mr. Herman will keep the item on the agenda under Old Business.

Purchasing Policy Appendix A – Rates for Contracted Labor & Equipment

Mr. Herman provided comparative equipment rental and labor hours from the Town of Exeter.

Mr. Bedard acknowledged the schedule has not been updated in Auburn for five or six years.

Mr. Rolfe explained the difference of the size of machines, such as a triaxle which carries more load and uses almost the same fuel. Mr. Dross noted the recycled materials pulled off the job and re-used do not show in these rates but reflect a savings to the Town.

Mr. Leclair motioned to amend Appendix A of the Town of Auburn Purchasing Policy to provide for a \$5.00 per hour rate increase for specific types of trucks and equipment listed as recommended by the Road Agent. Mr. Bedard seconded the motion. A vote was taken: Mr. Leclair – aye, Mr. Bedard – aye, and Mr. Rolfe – abstained. The motion passed 2-0-1.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard indicated Parks & Recreation is meeting on June 2nd.

Other Business

Mr. Herman noted the Gramatikas application may be coming before the Board on June 29, 2020 with the Town attorney present. He should have better information from Town Counsel by next week.

Next Meetings/Events

Monday, June 15, 2020 Board of Selectmen's Meeting – 7:00 PM (Workshop at 6:00 PM)
Monday, June 29, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- May 18, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the May 18, 2020 Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:20 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary