

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

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of July 27, 2020 -- \$23,232.50
Approval of Payroll Manifest for the Week of August 3, 2020 -- \$51,599.04
Approval of Accounts Payable Manifest for the Week of August 10, 2020
Approval of Consent Agenda – Week of August 10, 2020

() Appointments with the Board

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

General Update on Town Issues

() New Business

Household Hazardous Waste Collection – October 3rd
Update of Highway Block Grant Funds – FY 2020 and FY 2021
Appointment of Southern NH Planning Commission Representatives
Sale of Surplus Vehicles – August 19th Online Auction

() Old Business

Exhaust System Potentials for Pingree Hill Station
Generator Repair or Replacement for Pingree Hill Station
Dehumidifier System for Pingree Hill Station
Request to Upgrade Police Department Camera System
Insulation Project – Safety Complex
Request for Proposal for LED Street Light Conversion

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, August 24, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, September 14, 2020 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- July 27, 2020 Public Meeting
- August 3, 2020 Non-Public Meeting

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

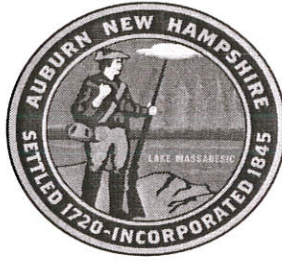
Employment Anniversary / Compensation of a public employee

() Adjourn

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

Town of Auburn

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: August 4, 2020

Re: Highway Block Grant Aid – FY 2020 and FY 2021

On August 3rd, the Town received the attached correspondence from the NH Department of Transportation that addresses the anticipated funding from the Highway Block Grant Aid program. This is one of two areas of significant revenues the Town receives each year from the State of New Hampshire.

The report provides mixed news for the Town that affect both the Town's FY 2020 financial picture and the anticipated FY 2021 financial picture.

As you know, the State operates on a different fiscal year than the Town does. So as presented, the funding listed within the State's fiscal year is for the last half of our current fiscal year and the first half of our next fiscal year.

On the positive side, the payments listed for July and October 2020 will affect the current fiscal year for the Town. When combined with the payments received in January and April 2020, Finance Director Adele Frisella advises me that we will have received approximately \$163,000 in Highway Block Grant Aid. This compares to the \$167,350 we received in FY 2019, so nearly a level playing field.

However, for our next budget year in FY 2021, it appears we will realize the impact of the current downed economy and the Covid-19 pandemic. In looking at the payments planned in January and April 2021, and then assuming nearly identical amounts in July and October, Auburn would realize a significant drop in Highway Block Grant funds in 2021. At this level, the total payment would be approximately \$128,500— a reduction of nearly \$40,000.

The actual FY 2021 amount will not be known with certainty until about this time next year. But for budgeting and planning purposes, this is providing some indication of the impact that is ahead.

Thank you for your consideration.

Attachment



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

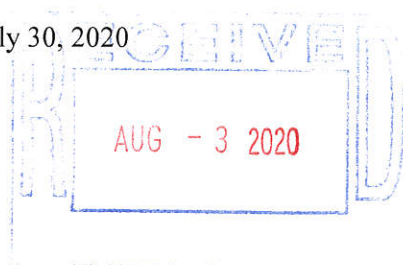


Victoria F. Sheehan
Commissioner

July 30, 2020

William Cass, P.E.
Assistant Commissioner

Keith Leclair, Chairman of Selectmen
Town of Auburn
PO Box 309
Auburn, NH 03032



**Re: Auburn Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Leclair:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2021 (July 1, 2020 thru June 30, 2021) based on estimated revenues through June 30, 2020. The Block Grant Aid payment includes highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2020 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Auburn during Fiscal Year 2021 (July 1, 2020 to June 30, 2021) is as follows:

July 2020 Actual Payment:	\$48,067.26
October 2020 Actual Payment:	\$48,067.26
January 2021 Actual Payment:	\$32,044.83
April 2021 Estimated Payment:	\$32,044.83

TOTAL FOR FY 2021:

\$160,224.18

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,437 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp

Town of Auburn

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



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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: August 6, 2020

Re: Auburn Representatives to Southern NH Planning Commission

On July 1st, Sylvia von Aulock, Executive Director of the Southern NH Planning Commission, reported to Planning Board Chair Ron Poltak the terms of office for the Town of Auburn's representatives to the Commission had expired on June 30, 2020. Attached is her e-mail message.

The appointment of representatives to a regional planning commission is governed by RSA 36:46, III (also attached). In general, the Planning Board recommends the appointment of individuals, and the governing board (Board of Selectmen) appoints the individuals.

As you will see from the attached message, Auburn's current representatives include: Paula Marzloff and William Herman as full members, and Ronald Poltak as an alternate member. Terms of office are four-years in length. Accordingly, reappointment of these individuals or appointment of anyone else would be for a term of office through June 30, 2024.

At their meeting on August 5, 2020, the Planning Board discussed this item and ultimately unanimously voted to recommend the re-appointment of Paula Marzloff and William Herman as full members to the Southern NH Planning Commission and to recommend the appointment of Jeff Porter to serve as an alternate member.

Should the Board agree with the Planning Board's recommendations, the following motion would be appropriate:

Move to approve the Planning Board's recommendations and appoint Paula Marzloff and William Herman as Auburn's representatives to the Southern New Hampshire Planning Commission and to appoint Jeffrey Porter as an alternate representative for a term to expire on June 30, 2024.

Thank you for your consideration.

Attachments

Bill Herman

From: Sylvia von Aulock <svonaulock@snhpc.org>
Sent: Wednesday, July 1, 2020 2:19 PM
To: Ron Poltak
Cc: Bill Herman; Linda Moore-O'Brien
Subject: SNHPC MPO members' term expiration reminder

Hello Ron,

It has come to our attention that the terms for Auburn representatives to the Southern New Hampshire Planning Commission, including yours, expired on June 30, 2020.

- Paula Marzloff, June 30, 2020
- William Herman, June 30, 2020
- Ronald Poltak, June 30, 2020

We hope they will all continue their service in representing Auburn. Please note, term limits can be 2, 3, or 4 years. If these individuals are no longer interested in serving, please encourage the Planning Board to nominate new individuals to the Auburn Selectman for approval.

Thank you for your attention to this matter. If you have any questions, or if I can be of assistance, please feel free to contact me.

Thanks, Sylvia

Sylvia von Aulock
Executive Director

Southern NH Planning Commission - Celebrating Over Five Decades of Planning Services

438 Dubuque St.
Manchester, NH 03102
603-669-4664

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 36

REGIONAL PLANNING COMMISSIONS

Regional Planning Commissions

Section 36:46

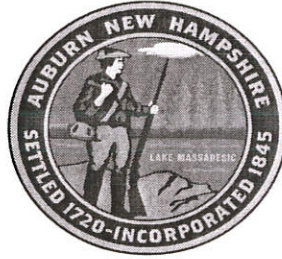
36:46 Formation of Regional Planning Commissions. –

- I. If no regional planning commission exists in any specific planning region as delineated by the office of strategic initiatives, then 2 or more municipalities in said planning region and having planning boards may, by ordinance or resolution adopted by the respective legislative bodies of said municipalities, form a regional planning commission.
- II. If a regional planning commission already exists in any specific planning region as delineated by the office of strategic initiatives, then any municipality in said planning region and having a planning board may, by ordinance or resolution adopted by the respective legislative body of said municipality, become a member of the regional planning commission. A regional planning commission may also include municipalities located in an adjacent state.
- III. Each municipality which shall become a member of a regional planning commission shall be entitled to 2 representatives on said commission. A municipality with a population of over 10,000 but less than 25,000 shall be entitled to have 3 representatives on said commission and a municipality with a population of over 25,000 shall be entitled to have 4 representatives on said commission. Population as set forth in this section shall be deemed to be determined by the last federal census. Representatives to a regional planning commission shall be nominated by the planning board of each municipality from the residents thereof and shall be appointed by the municipal officers of each municipality. Representatives may be elected or appointed officials of the municipality or county. In any county or counties in which a regional planning commission has been formed, the county may, by resolution of its county commissioners, become a member of said regional planning commission and shall be entitled to appoint 2 representatives on said commission. The terms of office of members of a regional planning commission shall be for 4 years, but initial appointments shall be for 2 and 4 years. In municipalities entitled to 3 or more representatives, initial appointment shall be for 2, 3 and 4 years. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments. Municipalities and counties may also appoint alternate representatives. A representative to a regional planning commission shall, when acting within the scope of his official duties and authority, be deemed to be acting as an agent of both the regional planning commission and of the municipality or county which he represents. In addition, regional planning commissions are encouraged to consult, at their discretion, with agencies and institutions operating within the region whose activities influence planning and development in that region.

Source. 1969, 324:1. 1991, 72:4, eff. July 12, 1991. 2000, 200:3, eff. July 29, 2000. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004. 2017, 156:64, eff. July 1, 2017.

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: July 31, 2020

Re: Pingree Hill Fire Station Projects and Potential Funding

During the past few months, the Board has been reviewing and considering proposals for improvements to the Pingree Hill Fire Station. At your meeting on July 27th, the Board requested we schedule the remaining three items – diesel exhaust system, generator replacement and dehumidifier system – for consideration by the Board at your August 10th meeting. The Board also requested that funding resources be identified that could be used for these expenses.

For the Board's benefit, the following items comprise the total renovation potential for the Pingree Hill Fire Station:

• General Renovation (approved 6/15/2020)	\$ 32,460
• Painting of Walls, Woodwork & Ceiling (approved 7/13/2020)	3,800
• Diesel Exhaust System	14,983
• Generator Replacement	18,157
• Dehumidifier System	1,150
• Appliances for kitchen (stove, refrigerator & microwave)	

As for funding sources, the Board has a \$28,000 appropriation in general in the Town's FY 2020 budget, in addition to potential CARES Act funding reimbursement and the Town's Building Renovation Fund. The Board has already approved the painting expense of \$3,800 to come from the Building Fund, which will leave a balance of approximately \$95,000 in the reserve fund.

We have submitted the General Renovation expense of \$32,460 for reimbursement under the CARES Act funding allocated for Auburn. We strongly believe this will be approved, but do not yet have confirmation of that. I would also recommend that we submit the Diesel Exhaust System expense of \$14,983 for reimbursement under the CARES Act funding.

The cost of the generator replacement, the dehumidifier system and kitchen appliances would then easily be covered by the \$28,000 appropriation for Pingree Hill Station.

Should the two items mentioned for CARES Act funding not materialize, the Board would have the Building Reserve Funds available to cover those expenses.

Thank you for your consideration.



TOWN OF AUBURN, NEW HAMPSHIRE

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



Fire Chief Michael Williams



Deputy Fire Chief Robert Selinga

Auburn Fire Station 2

Diesel Exhaust System Proposals

Listed below outlines three proposals for the installation of a diesel exhaust system for our Fire Station #2. Currently there is no diesel exhaust removal system at this location where one should be installed to protect our employees. When Fire Department vehicles are operating at this location, the vehicle exhaust is not being captured and is entering the living areas of the fire station and is also lingering in the apparatus bay area. By installing a diesel exhaust system will not only prevent exhaust fumes from entering our fire station but will also make it a safer location for the firefighters who work there.

WARD NO SMOKE:

This system is two (2) Diesel exhaust filters which mounts directly to two (2) vehicles only. This proposal only provides for the installation of 2 NO SMOKE systems so any other AFD vehicles parked in this location will not have exhaust filter.

\$18,888.62 installed **Not Recommended by AFD**

AIRVAC:

This system is two (2) ceiling hung vertical air flow filtration systems. This system will allow us to park any AFD vehicles at this location and the system will still operate. This system is activated by overhead door switches, with optional Metering sensors.

\$14,983.00 installed **Recommended by AFD**

PLYMOVENT:

This system is a source captured diesel exhaust system with hoses attached to the exhaust pipes themselves capturing the exhaust through duct work removing it to the exterior of the building. This system is the most expensive.

\$25,500.00 installed **Not Recommended by AFD**



NO SMOKE

Quotation

Beecher Emission Solution Technologies, LLC
dba **Ward Diesel Filter Systems**
1250 Schweizer Road
Horseheads, NY 14845
Phone: 800-845-4665
Fax: 607-739-7092

Date: May 12, 2020
Quotation #: 11712

To: Auburn Fire Department
55 Eaton Hill Rd
Auburn, NH 03032

Quotation valid until: June 11, 2020
Prepared by: MRN

Attention: Mike Williams

Quantity	Description	Per Unit Price	Total Price
2	NO SMOKE direct source diesel exhaust filtration system, installed, excluding taxes *Price based on installation of 2 Systems <u>Warranty:</u> One (1) year. <u>End User:</u> Auburn Fire Dept <u>Installation Site:</u> Auburn Fire Dept <u>Terms:</u> Net 30 days on all invoices. Invoicing will be done weekly on the number of units installed for each week. Notes: All prices are in US Dollars. Proposal does not include bid and/or performance bond cost. This price quote is based on cash payments only and has a 5% discount. If paying by credit card the price is: \$19,833.05	\$9,444.31	\$18,888.62
TOTAL			\$18,888.62

Joe Ponzi
Regional Sales Manager



The World Leader In Engine Exhaust Removal
Systems for the Fire and EMS Industry

PROPOSAL – AIRVAC 911® Multi-Directional (Horizontal & Vertical) Air Flow Exhaust Removal System

THE SALE OF AIRVAC 911®, ENGINE EXHAUST AIR FILTRATION SYSTEM, BY AIR VACUUM CORPORATION OF DOVER N.H., FOR REMOVAL OF HAZARDOUS EMISSIONS FROM FIRE, RESCUE, TRUCKING, AND OTHER HEAVY EQUIPMENT FLOOR AREAS.

THIS QUOTATION HAS BEEN PREPARED FOR:

7/9/2020



Contract Holder

Chief, Mike Williams
Auburn Fire Dept.
55 Eaton Hill road
, NH

SPECIFICATIONS

MODEL: AIRVAC 911®, VERTICAL AIR FLOW DESIGN, CEILING HUNG, RE-CIRCULATING AIR FILTRATION SYSTEM. MANUFACTURED BY: AIR VACUUM CORPORATION, 6 FARADAY DRIVE, DOVER, NH 03820.

FILTRATION: "4-STAGE" FILTER PACK. ALL FILTERS ARE INDUSTRY STANDARD SIZED, UL TESTED & CERTIFIED.

PRE-FILTER (STAGE 1): 24" X 24" X 1". 3-PLY POLYESTER CONSTRUCTION. TWO LAYERS OF 16/40 DUAL DENIER POLY FIBERS WITH A FINAL DUST CATCHING ADHESIVE LAYER. SELF-SEALING FILTER WITH PRE-INSTALLED INTERNAL HEAVY GAGE WIRE FRAME. MERV 8. PERFORMANCE BASED ON A.S.H.R.A.E. 52.1-1992 TEST METHOD. CLASSIFIED AS A UL CLASS 2 FILTER, ACCORDING TO UL STANDARD 900 AND CAN 4-S111.

MAIN MEDIA FILTER (STAGE 2): 24" X 24" X 6". "HEPA MAX 3000" HIGH EFFICIENCY PARTICULATE AIR FILTER. DOP TESTED WITH 0.3 MICROMETER SIZED PARTICLES TO HAVE A **MINIMUM EFFICIENCY OF UP TO 95% AND EXCEEDS THE MAXIMUM EFFICIENCY OF 98% ASHRAE 52.1 TESTED FILTERS.** CONSISTS OF A PLEATED MEDIA PACK ENCLOSED WITHIN A GALVANIZED STEEL FRAME ASSEMBLY. ULTRA-FINE FIBERGLASS MEDIA FORMED IN A SERIES OF PLEATS SEPERATED BY CORRUGATED ALUMINUM DIVIDERS TO MAINTAIN UNIFORM SPACING BETWEEN EACH PLEAT FOR OPTIMAL AIRFLOW. CLASSIFIED CLASS 2 ACCORDING TO U.L. STANDARD 900 AND IS CLASSIFIED MERV 16 IN ACCORDANCE WITH ASHRAE STANDARD 52.2. FOR INSTALLATION SAFETY, TOTAL WEIGHT NOT TO EXCEED 16 LBS.

GAS-PHASE EXTRACTOR (STAGES 3&4): ONE 24" X 24" X 4", "MULTISORB 3000" BLENDED GAS PHASE EXTRACTOR. 50/50 RESPIRATOR GRADE ACTIVATED CARBON GRANUALS EFFECT FOR REMOVAL OF HIGH WEIGHT MOLECULAR GASES WITHIN DIESEL EXHAUST (VOC'S, HYDROCARBONS, BENZENE, OCTANE, METHANOL AND MORE) AND POTASSIUM PERMANGANATE FOR REMOVAL OF LIGHT WEIGHT MOLECULAR GASES (SULFUR DIOXIDE, NITROGEN DIOXIDE, FORMALDEHYDE AND MORE). FILTER IS CONSTRUCTED WITHIN A 24ga METAL FRAME WITH INTERNAL "HONEYCOMB" CONTAINMENT STRUCTURE. 50/50 BLEND EQUATES TO 28+/- LBS OF CARBON. FOR INSTALLATION SAFETY, TOTAL WEIGHT NOT TO EXCEED 30 LBS.

CABINET CONSTRUCTION: 18 & 16 GAUGE, ALL WELDED STEEL CONSTRUCTION. 25" X 26" X 28" CUSTOM GRAY POWDER COAT PAINT FINISH. **TWO HINGED ACCESS PANELS:** ONE, TO THE FILTER BANK AND THE OTHER TO THE MOTOR/BLOWER UNIT. A "DWYER" MAGNEHELIC STATIC PRESSURE GAGE, ALLOWS USER TO VISUALLY CHECK ON THE STATUS OF THE FILTER BANK. **FOUR HORIZONTAL & ADJUSTABLE AIRFLOW GRILLS.** "QUICK LATCH" FILTER COMPARTMENT WHICH IS CAPABLE OF HOLDING UP TO 15" OF FILTRATION!

ELECTRICAL: 3/4 H.P., 1725 RPM, 115 VOLT SINGLE PHASE ELECTRIC MOTOR, 13.6 F.L. AMP., RESILIENT MOUNT, AUTOMATIC THERMAL PROTECTION. ELECTRIC MOTOR, RESILIENT MOUNT. ALL MOTORS ARE UL APPROVED. **OPTIONS:** UNITS AVAILABLE @ 230 VOLT, SINGLE PHASE, 6.8 F.L. AMP, ADD \$75 EA. UNIT, SINGLE PHASE MOTOR USABLE @ 208-230 VOLT. 7.0 F.L. AMP. ADD \$115 EA UNIT, THREE PHASE 1 HP - @ 208-230/460 Volt, 3.4-3.6/1.8 F.L. AMPS, ADD \$255 EA. UNIT; TO BASE QUOTE.

BLOWER: CONTINENTAL CENTRIFUGAL IMPELLER AND FUNNEL CONE. NON-METAL & CHEMICALLY RESISTANT.

AVEC CONTROL PANEL: UL 508 CERTIFIED CUSTOM "AUTOMATIC VEHICLE EXHAUST CONTROL", MULTI-CIRCUIT AUTOMATIC RESET TIMER CONTROL. TWO CIRCUIT CONFIGURATIONS RATED AT 20 AMPS PER. TIMING RANGE OF .1 TO 120 MIN. ENCLOSED WITHIN A NEMA-4 RATED ENCLOSURE, NECESSARY FOR APPLICATIONS WHERE WATER IS PRESENT (WASHING OF VEHICLES). MANUAL THREE POSITION SWITCH FOR: AUTO MODE, SYSTEM OFF & SYSTEM RUN OVERRIDE. LED "OPERATING" LIGHT.

AUTOMATIC ACTIVATION SWITCHES: (SEE ENCLOSURES) PHOTO ELECTRIC EYES ACTIVATE SYSTEM UPON VEHICLE MOVEMENT (OUTDOOR RANGES OF UP TO 200') AND MAGNETIC DOOR SWITCHES (ONE PER OVERHEAD DOOR).

INSTALLATION: "TURN KEY" AN ADDITIONAL CHARGE MAY APPLY IF THE LOCATION OF INSTALLATION DOES NOT HAVE SUFFICIENT ELECTRICAL CAPACITY TO INSTALL THE AIRVAC 911®, SYSTEM. (E.G. - 1 OPEN 20 AMP BREAKER PER UNIT + 1 FOR THE CONTROL PANEL). **AVC PRICING DOES NOT INCLUDE THE COST OF ANY PERMITS, LICENSING FEES, REGISTRATION FEES, SALES/USE TAXES OR OTHER FEES THAT MAY BE REQUIRED UPON INSTALLATION AND BY PLACING AN ORDER WITH AVC THE BUYER IS RESPONSIBLE FOR ALL ADDITIONAL FEES AND ITEMS OTHER THAN WHAT HAS BEEN QUOTED. IN ADDITION TO, ANY INSTALLATION REQUESTS OTHER THAN "STANDARD"; SEISMIC OR VIBRATION MOUNTING HARDWARE, LOW VOLTAGE WIRING WITHIN CONDUIT, PAINTING OF CONDUIT, RECESSED CONTROLS/DEVICES, BURIED CONDUIT, RADIANT HEAT SHIELDING, REMOVAL OF EXISTING PRODUCTS ETC. MAY ALSO REQUIRE ADDITIONAL PRICING. NON GSA SCHEDULE ITEM.**





The World Leader In Engine Exhaust Removal
Systems for the Fire and EMS Industry

PRICE QUOTATION – STATION #2 (2 unit)

Chief Mike Williams
Auburn Fire Dept.
55 Eaton Hill road,
Auburn, NH

DATE: 7/9/2020
PHONE: (603) 661-5762
FAX:
Mwilliams@auburnnhfire.org

DESCRIPTION	QUANTITY	UNIT COST	TOTALS
AIRVAC 911® EXHAUST REMOVAL SYSTEM - Single Ph. 115'	2	\$3,675.00	\$7,350.00
AIRVAC 911® FILTER PACK (4-Stage Filter Pack, "Main Filters")	2	\$410.00	\$820.00
AIRVAC 911® FILTER GAUGE (Min. one per building section)	1	\$125.00	\$125.00
UL 508A CERTIFIED CONTROL PANEL - AVEC-4C	1	\$1,099.00	\$1,099.00
ACTIVATION PACKAGE - PB030TK 200' PHOTO EYE (set) & N505AUTM/STX01 TRACK MOUNTED DOOR SWITCH	2	\$255.00	\$510.00
	4	\$46.00	\$184.00
PREFILTERS (12 Per Box/Change date est. indicated below)	12	\$8.75	\$105.00
*ESTIMATED INSTALLATION "TURN-KEY" & DELIVERED	2	\$2,395.00	\$4,790.00
**Non-Schedule Item"			\$14,983.00

MADE IN THE USA

- ♦ **FREIGHT:** FOB Origin, ♦ **TERMS:** 1/2 Payment with the order & final payment prior to release. ♦ **Lead-Time** 8 to 10 weeks.
- ♦ Buyer is responsible for all permits, permit fees, State/local licensing fees and applicable taxes related to the purchase of product, shipping and installation or must provide all necessary tax-exempt certificates; state, local and/or county to Air Vacuum Corporation. ♦ Governmental Purchases please consult your sales rep for GSA price list.

The AIRVAC 911® System is Provided With a FIVE YEAR WARRANTY On ALL Components (excluding consumable filters)

DIAGRAM IS NOT AVAILABLE AT THIS TIME. PLEASE CONSULT YOUR SALES REP FOR A DIAGRAM SHOWING AIRVAC 911 CEILING LOCATIONS.

Approximate Filter Life Expectancy
Prefilters 3-4 months, Main filters 24+ months.

This quotation has been prepared By: Thomas J. Vitko Date: 7/9/2020
Quotation Prices are valid for 90 calendar days from quotation date.



1525 Hanover Street
Hanover, MA 02339
Phone 781-826-9755
Fax 781-829-0240

www.aircleaningspecialistsne.com

of New England LLC

PROPOSAL

DATE:	September 17, 2018				
TO:	Auburn Fire Department 6 Pingree Hill road Auburn NH 03032				
ATTN:	Lt. Alex Phillips	Phone:	603-315-7192	FAX:	

The Plymovent Source Capture Vehicle Exhaust is designed for fire apparatus with under carriage exhaust.
Option A Three (3) vehicles operate in a back-in mode
Option B Four (4) vehicles operate in back-in mode

Option A Equipment

Three (3) Plymovent SBTA-31 Sliding Balancer Track source capture emergency vehicle exhaust system with an extruded aluminum track, 28' 6" long. The track has a traveling trolley that moves on six ball bearing wheels. The system is complete with a 4" diameter four ply high temperature hose with wire helix, safety disconnect assembly, manual inflation/deflation valve, totally enclosed cast aluminum spring coil balancer with stainless steel cable, automatic pneumatic disconnect switch, regulator and pneumatic grabber nozzle that is constructed of high temperature polymer composite with Nomex inner lining. The pneumatic grabber nozzle provides a positive seal on the vehicle's tailpipe to prevent gases from escaping inside the fire station.

Option B Equipment

Same as Option A except four (4) Plymovent SBTA-31 Sliding Balancer Track source capture emergency vehicle exhaust systems.

Common Equipment for Option A or Option B

One (1) Plymovent OS3 Series Automatic Control Panel designed to automatically energize the exhaust blower by a pressure sensor, the moment any vehicle engine connected to the system is started. The control panel shall contain the motor starter, overload, and solid-state circuit card with timer adjustments from 30 to 360 seconds, fused low voltage transformer, in a NEMA 12 rated key lock electrical enclosure. On the outside of the panel are soft touch AUTO START- STOP - MANUAL RUN membrane controls and system indicator LED lights.

One (1) Plymovent TEV-559 Exhaust Blower, 5 HP 230 Volt, 1Ø, 3450 RPM TEFC direct drive motor, designed to deliver 1558 CFM at 8.5 inches E.S.P. The inlet is 9 7/8" diameter and the outlet is 12 3/8" diameter. Class B spark resistance construction of powder coated steel housing and aluminum wheel with shaft seals.

One (1) Plymovent UniFilter air filtration system is designed to reduce the diesel exhaust particulate (soot) from the exhaust blower discharge. The 20 gauge galvanized steel cabinet is 20" wide x 20" high x 49" long with easy access to the filter inside. It is fabricated with 16"Ø collars on each end. Supplied with a micro fiberglass bag filter, 20" x 20" x 36" deep.

Proposed By: James W. McCormick
Clean Aire Technology
Belmont NH 03220

Accepted By:

PROPOSAL

Ductwork

All round ductwork is industrial grade galvanized steel spiral type. It is a tapered design to insure proper air volume without the use of dampers for each grabber nozzle. All taper laterals, elbows and fittings are welded galvanized steel. All joints are sealed with a double lipped EPDM rubber seal type conforming to SMACNA's Leakage Class 3, or a positive air tight mechanical clamp to prevent leaks of apparatus exhaust fumes. Ductwork is SMACNA Industrial Duct Construction to prevent deflection under use.

Installation

Installation includes proper location of the track / rail and mounting to ceiling structure with support legs and cross braces. The hose connection for the ductwork is located and mounted to the track / rail. The hose assembly with pneumatic nozzle is attached to the trolley and spring balancer. The pneumatic controls are connected to the airline from the compressor.

Ductwork installation covers the fitting and assembly of the taper ductwork system to connect the hose assembly to the exhaust blower. All connections are screwed in place and sealed. The pressure sensors are installed in the proper location.

Brackets and mounts are provided as required to install and secure the exhaust blower. The exterior wall is penetrated to allow the ductwork to exit the building and run above the roofline. A vertical discharge EPA type non-backdraft damper is installed to prevent entrainment of diesel fume into the office or living quarters.

Start-Up

On site start up is provided by Factory Trained Personnel and includes adjustments of the pressure sensors. Adjustments are made to the hose length and release valve location to insure proper release of pneumatic nozzle from the vehicle exhaust tailpipe.

Training

On site training is done by factory authorized personnel. A training video is provided as a permanent training aid.

Option A Price \$25,500.00

Three (3) vehicles operate in a back-in mode

Option B Price \$33,000.00

Four (4) vehicles operate in back-in mode

Not included in the above prices:

Electrical and control wiring is not included. Electrical work, safety disconnect switches, conduit, fittings or other electrical devices required to comply with local, state or national codes.

Air compressor or installation of compressed airlines from the air compressor

Proposed By: James W. McCormick
Clean Aire Technology
Belmont NH 03220

Accepted By:

May 05, 2020

Lieutenant Patrick Glennon (pglennon@auburnnhfire.org)

Town of Auburn - Fire Department

55 Eaton Road

Auburn, NH 03032

Re: Generator Replacement – 6 Pingree Hill Road

We are pleased to provide material / labor for wiring and equipment work as follows:

Option # 1 New 25 kw Generator (Recommended)

- Remove existing Kohler #20RZ generator.
- Provide one (1) 25 KW, propane, Kohler # 25CCL (see attached Spec Sheet), 120/240V, single-phase, pad mount generator with NEMA 3R sound enclosure, battery and battery charger. New generator to be install on existing pad.
- EPA- Certified for Stationary Emergency Applications.
- Replace existing 60 amp generator service disconnect switch with new NEMA 3R, 100 amp fused disconnect switch. Includes 100 amp TD fuses.
- Existing ATS Unit, EP-1 and EP-2 Panels to remain. New 100 amp feeder to be provided from new generator, new service disconnect and to existing ATS Unit. Existing 2" conduit to be re-used. There are currently no ground conductors in existing conduits. New ground conductors and equipment grounding to be provided as per Code requirements.
- Rework wiring for block heater and battery charger circuits with associated conduits / wiring from existing EP-2 Panel to generator. Includes breakers as required.
- Replace existing #6 conductors from generator service disconnect to existing automatic transfer switch (ATS Unit) with new #3 THHN 100 amp rated conductors.
- Relocate the Fire Alarm Control Panel branch circuit from MP Panel to the EP-2 Panel.
- Provide delivery, off-loading and rigging to set generator.
- Propane fuel and connection - FBO.
- Provide start-up, testing, commissioning and owner training.
- Includes permits and inspections.
- Work to be performed during normal work hours.
- Five (5) year warranty on generator.

Total Material / Labor Cost for Option # 1: \$18,157

Option # 2 New 20 KW Generator

This would involve changing the existing Kohler 20 KW (# 20RZ) with a new Kohler 20 KW (# 20RESC) generator.

The install for new 20 KW would be basically the same as the 25 KW detailed in Option #1 with the exceptions as noted below.

- This generator will not meet NFPA 110, Level 1 if required at future date and not rated for EPA-Certified for Stationary Emergency Applications.
- The 20 KW is listed as a home / residential generator (see attached Spec Sheet).
- The 20 KW has only 83 amp output. This may handle current loads, but not future or larger loads at the existing EP-1 & EP- 2 Panels.
- The current feeder conductors from generator disconnect to EP Panels is only rated for 50 amp. This would need to be upgraded to handle additional loads over 50 amps.
- The current generator service disconnect switch is rated for 60 amps and has 50 amp fuses. Fuses can only be upgraded to 60 amp. This limits the full capacity of new generator. The service disconnect would need to be upgraded to 100 amp with 80 amp fuses for full potential.
- Grounding conductors and equipment grounding still required by Code.

Total Material / Labor Cost for Option # 2: \$13,987

Option # 3 Repair of existing 20 KW Generator

The current condition of generator indicates compression loss at the minimum. Additional and or unforeseen repairs may be required to get this unit back in running condition. We can only provide an approximate cost on this due to present age, usage and unforeseen items.

Approximate Repair Cost Option # 3 (engine only): \$5,000

Note: The existing Kohler #20RZ generator is an older unit that has previously had numerous repair issues and is currently out of use due to additional generator issues. The major issue being the engine itself. The recent trouble-shooting indicates loss of compression. This in itself will be costly and additional repairs may be needed when and if engine is torn apart. With current generator situation, besides engine repairs, emergency load capacity is limited to 50 amps, Fire Alarm Panel circuit and system grounding needs to be addressed.

In summary, we recommend Option # 1 to best suit the needs for this location.

Thank you for allowing us to be of service, please do not hesitate to contact us should you have any questions.

Sincerely,



David Wright
Sr. Project Manager

PROPOSAL

Page No.

of

Pages

The Generator Connection, Inc.

P.O. Box 471
BARRINGTON, NH 03825
(603) 664-4004 Fax (603) 905-9024

PROPOSAL SUBMITTED TO Auburn Fire Dept.	PHONE 603-5762	DATE AUG. 6, 2020
STREET 9 PINEACE HILL RD.	JOB NAME	
CITY, STATE and ZIP CODE Auburn, N.H.	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE
ATTN: Mik Williams		

We hereby submit specifications and estimates for:

REMOVE EXISTING 20 KW Kohler Stand by Generator

INSTALL New 25 KW Liquid Cooled Kohler
STAND by GENERATOR.

Replace and up SIZE WIRE in EXISTING Conduit
AND Disconnect Switch.

WIRE INTO EXISTING EMERGENCY Panel Door
OPENED CIRCUITS AND OTHER EXISTING CIRCUITS THAT
ESSENTIAL.

- Proper Connection By Others -

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Seventeen Thousand Nine Hundred dollars (\$ 17,900.00).

Payment to be made as follows:

\$ 3,900.00 DUE TO PLACE ORDER

\$ 14,000.00 DUE UPON COMPLETION AND FINAL TEST.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Note: This proposal may be
withdrawn by us if not accepted within

30 - days.

Acceptance of Proposal

— The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature



Charles Pelton
Chief of Police

AUBURN POLICE DEPARTMENT

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

July 16, 2020

Hi Bill,

We are asking for the selectmen to authorize \$7,696.92 to be spent from the detail supply account for the upgrading of the police departments camera system.

The current system was installed in 2001 and is not user friendly. We are researching integrating body cams into our patrol force possibly in FY2021. This camera upgrade would allow the new camera system to be saved on the "cloud" or on a hard drive. Making it similar to the body cams and be much more user friendly and effective.

Thank you,

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

Chief Charles Pelton

**Emergency
603-483-2922**

**Business
603-483-2134**

**Fax Number
603-483-2013**



Estimate/Schedule of Protection

Pro Technologies - Safety, Security & Comfort, LLC

1191 Hooksett Road

Suite 3

Hooksett, NH 03106

Date	Estimate #
7/15/2020	9025

Name / Address
Auburn PD LT Chip Chabot 55 Eaton Hill Road Auburn, NH 03032

Ship To

Item	Description	Qty
N5168D124	The following is recommended for the new camera system to be installed in your facility: PTN5168D124 4K Network Security Camera System. 16 Channel with full 4K (8mp) recording. 4TB Hard drive expandable to 20TB. H.265 and H.264, 320 Mbps Incoming Bandwidth. 5 Year Manufacturer Warranty. To be installed in the following location: Network/mechanical room or in the front office. (8) 4mp Eyeball Turret style cameras. Full night vision up to 98'. 5 Year Manufacture Warranty. To be installed in the following locations: 1) Booking area corner to view the entire room. 2) Evidence room. 3) Interview room. 4) Main lobby near reception window. 5) Conference/Meeting room. 6) Small entrance lobby. 7) Sally port. 8) Rear of building to view grill area, back of building and toward the fire department side. (4) 4K-8mp Dome style cameras with full night vision up to 98'. 5 Year Manufacture Warranty. To be installed in the following locations: 1) Left of the front door, viewing all guest and east half of the front parking lot. 2) Right of the front door, viewing all guest and west half of the front parking lot. 3) East side, left of the Sally port to view garage entrance and all police vehicles and property. 4) Northeast corner of the building to view sally port back door, storage room door and partial areas behind the building. SkyHawk 3.5 8 Terabyte Hard Drive Additional Cameras:	1
PTG8-ST8000VXA		1

If you have any questions, please feel free to call Steve Lawrence.

Total

Phone #	Fax #	stevel@protechnologiesllc.com
603-624-4221	603-624-7221	www.protechnologiesllc.com

Signature



Estimate/Schedule of Protection

Pro Technologies - Safety, Security & Comfort, LLC

1191 Hooksett Road
Suite 3
Hooksett, NH 03106

Date	Estimate #
7/15/2020	9025

Name / Address
Auburn PD LT Chip Chabot 55 Eaton Hill Road Auburn, NH 03032

Ship To

Item	Description	Qty
PTN84CL52	8MP EPoE IP Mini Dome camera with 2.8mm Fixed Lens, IR distance 98 feet. IP67 Ingress Protection and IK10 Vandal Resistance. 5 Year Manufacture Warranty. To be installed in the holding Cells.	2
Electrical Boxes, Conduit, a...	Electrical Boxes, Conduit, and Fittings necessary to complete the installation	5
CAT6WHITE	CAT6 1000' Box CMR Rated 23/4 Cable/Wire	2.3
0E-HDMI50	HDMI to HDMI Cable. 50' Black. Gold Plated. Provided to allow the use of the existing monitor for viewing all cameras from the front office.	1
Labor	Labor required for the installation of the above listed devices, connection to your internet service for remote viewing, installation of video software on your computers (3) and instructions for adding more, installation of the video AP for your smart phones and instruction on use of the system: SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$7696.92	32
PTN41BK22	Optional Cameras: PTN41BK22 Dahua 4 Megapixel EB (Turret Style) Dome Camera with 2.8 mm fixed lens, 98' Smart IR. 5 Year Manufacturer Warranty. To be installed in the following locations:	0
Labor	1) Small lobby/entrance area between the front doors. Labor required for the installation of the above listed camera: SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$285.48	0
PTN41BK22	PTN41BK22 Dahua 4 Megapixel EB (Turret Style) Dome Camera with 2.8 mm fixed lens, 98' Smart IR. 5 Year Manufacturer Warranty. To be installed in the following locations:	0
Labor	1) Central hallway Labor required for the installation of the above listed camera: SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$285.48	0
If you have any questions, please feel free to call Steve Lawrence.		Total \$7,696.92

Phone #	Fax #	stevel@protechnologiesllc.com
603-624-4221	603-624-7221	www.protechnologiesllc.com

Signature _____



Builders Installed Products (340)
PO Box 5111
Manchester NH 03108
(603) 668-4411 (603) 668-2545 Fax
www.buildersinstalledproducts.net

PROPOSAL

Customer Address

Town of Auburn NH
55 Eaton Hill Rd
Auburn, NH 03032

Job Name

Town of Auburn NH- 55 Eaton Hill Rd.
Auburn, NH

Job Address

55 Eaton Hill Rd
Auburn, NH 03032
Lot: Police Station

Date: 8/6/2020

Job: 4478808

Work Area	Inventory Item	Amount
Phase: 11200836 6I	PO:	\$19,515.00
Roof Line	Demilec Agribalance 6" R-26.70 Open-Cell Foam	
<i>Work Area Notes: police station roofline</i>		
Roof	Demilec Heatlok HFO Summer 2" R-15.00 Closed-Cell Foam	
<i>Work Area Notes: over open cell</i>		
Gable End Walls	Demilec Heatlok HFO Summer 3" R-22.50 Closed-Cell Foam	

We propose hereby to furnish material & labor - complete in accordance with the above specifications, for the sum of :

\$19,515.00

Terms: Upon acceptance of proposal a 33% deposit is required to schedule job; remaining 67% to be paid day of completion per phase.

All material will be as provided in the attached description. All work will be completed in a workmanlike fashion in accordance with the standards of the industry. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate(s). All agreements are contingent upon strikes, accidents, acts of God or delays beyond our control. Owner to carry fire and tornado insurance and other insurance that may be required by law. Our workers are covered by workers' compensation insurance to the extent required by law.

We do not warrant against and shall not be liable for any damage or injury, including but not limited to mold accumulation, when due to any of the following causes: the failure of the builder or contractors (other than our Company) to follow the instructions and specifications of the insulation manufacturer; faulty or improper installation or maintenance of drywall or other wall covering; use of accessories or wall preparation materials that do not properly receive the insulation; and compliance with applicable building codes or other government regulations relating to surface preparation, wall coverings, required materials or mandatory procedures.

ANY WARRANTIES IMPLIED BY LAW, SUCH AS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY DISCLAIMED. WE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES OR INCIDENTAL DAMAGES for breach of any warranty associated with the material. Our liability shall in no event exceed the cost of the materials set forth herein. We cannot and shall not be liable to you for the breach of any other express warranties, such as those given to you by other dealers, contractors, applicators, distributors or manufacturers. Your exclusive remedy with respect to defective materials provided by us shall be repair or replacement, at our option, of the defective materials.

Note: this proposal may be withdrawn by us if not accepted within 30 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

DATE: _____ **SIGNATURE:** _____

Sales Representative: Michael D Quinn

DATE: _____ **SIGNATURE:** _____

Customer Representative:

Printed Name _____ **Title** _____

Builders Installed Products (340)

PO Box 5111
Manchester NH 03108
(603) 668-4411 (603) 668-2545 Fax
www.buildersinstalledproducts.net

PROPOSAL**Customer Address**

Town of Auburn NH
55 Eaton Hill Rd
Auburn, NH 03032

Job Name

Town of Auburn NH- 55 Eaton Hill Rd.
Auburn, NH

Job Address

55 Eaton Hill Rd
Auburn, NH 03032
Lot: Police Station

Date: 8/6/2020

Job: 4478808

Items listed below include option(s). Signify desired options by initialing the space to the left of that item. Selected options are to be added to the contract price. Return this signed copy with the Job Proposal.

Phase	Work Area	Inventory Item	Type	Additional Charge
_____	Main Ceiling	Removal	Option	\$3,000.00
	<i>Work Area Notes: remove all existing insulation in ceiling</i>			
_____	Roof Line	F10E Fireshell Thermal Barrier	Option	\$6,795.00
	<i>Work Area Notes: if attic is used for storage. price included above</i>			
_____	Gable End Walls	F10E Fireshell Thermal Barrier	Option	\$0.00
	<i>Work Area Notes:</i>			
_____	Roof Line	Demilec Heatlok HFO Summer 6" R-45.00 Closed-Cell Foam	Option	\$5,925.00
	<i>Work Area Notes:</i>			

DATE: _____ **SIGNATURE:** _____



Spray Polyurethane Foam (SPF) Insulation Fact Sheet

Introduction

Whether it is new construction, multi-family, commercial or a renovation job, spray polyurethane foam insulation (SPF) is well positioned to meet energy-efficiency requirements and client demands for building comfort. SPF offers a multi-attribute solution to insulating, air-sealing and improving the strength of buildings with one product, saving time during construction, increasing comfort, making building maintenance easier and increasing the resilience and durability of the structure.

The application of SPF is a potentially dangerous activity as it involves the mixing of chemicals using specialty equipment by highly trained SPF technicians. SPF installation training includes certification in safe work practices by both the employers and by the respective SPF manufacturer. This training is critical and should not be taken lightly. Please make sure you leave this part of your project to a certified, trained SPF professional.

The following information explains some of the requirements and worksite preparation necessary prior, during, and after the spraying process of SPF. It is CRITICAL that specific building envelope and safety considerations are followed.

Job Site Classifications

We use SPF on a variety of job sites: single family homes, multi-family buildings, commercial buildings, mixed use structures, existing homes and buildings, and renovation projects. This document summarizes a lot of information that is relevant and needs to be considered and discussed on SPF job sites. Your IBP sales rep will mark "N/A" if the requirements/considerations are not relevant to your specific job site.

General Considerations and Guidelines

1. The installation of SPF is a line of sight application meaning that the spray foam gun can only spray straight into a substrate. If we cannot access the substrate, we will not be able to install the SPF. The SPF contractor is not responsible for inadequate coverage on work areas that are inaccessible, blocked or obstructed during our installation process.
2. All open flames must be turned off prior to the SPF installation process and for at least 1 hour after the spraying has finished. This includes, but not limited to hot water tanks and furnaces.
3. The foam rig (truck or trailer) must be able to park close to the work area so that hoses and equipment can reach the area to be sprayed. Prior to our arrival please make sure the driveway, walkways, and surrounding areas are all clear to allow easy access.
4. If spraying onto newly installed sheetrock, all seams, penetrations and joints must be fully taped by others prior to the installation of the SPF.
5. 3" of clearance from SPF is required for all IC (insulation contact) recessed lights.
6. Non-IC recessed lights must be protected with a rigid box (suggested 14" x 14" x 14") that will protect the fixture, help dissipate the heat created by the light and allow for future maintenance. This can be done by either the general contractor or SPF contractor (check the scope of work in your contracts), however, it needs to be done ahead of time.
7. SPF thicknesses are nominal in nature, meaning that there may be 1/4" variation in thickness due to the nature of the installation of SPF. Please speak with your IBP sales representative if you need further clarification on this matter.
8. In hybrid assemblies (combination of fiberglass and SPF) at least 1/2 of the R-value of the cavity insulation should be SPF to prevent condensation in the cavity. In certain geographical areas (Zone 6 and higher) you may need to have even more SPF. Consult with your IBP sales rep and/or the architect of the home or building on questions regarding SPF thickness, especially in tricky areas.
9. A potential for pipe rupture exists when SPF is applied over pressurized chlorinated poly vinyl chloride (CPVC) pipe (i.e. when sprinkler system is under test pressure while foam is applied). Ideally, the piping systems should be filled with water and de-pressurized.
10. Anyone who inadvertently damages or removes spray foam once installed should immediately notify the insulation contractor and general contractor.
11. Any new concrete surface must cure for at least 30 days (or longer in high humidity conditions) prior to SPF being sprayed onto it.
12. During the installation process a significant amount of overspray mist will be created. As such, it is imperative that ALL openings in the building envelope be completely sealed prior to the installation of the spray foam. Gaps in the substrate that go

unseen may cause overspray to adhere to outdoor objects like vehicles, siding, landscaping, patios, roofing, equipment, ladders, scaffolding, garage doors, window, exterior doors, any personal belongings so please take extra precautions sealing the gaps in the envelope.

13. Please note that some building components that are installed prior to the installation of the SPF (wiring, plumbing, duct work and/or mechanical equipment) in the immediate spray area cannot be adequately protected and therefore may end up with some overspray or splattering of the material on them.
14. A fishy or ammonia smell may linger for a few days after completion of the work. This is due to the chemical reaction within the foam and is not harmful. The more ventilation supplied to the work area, the faster the smell dissipates. If this odor continues or gets stronger, feel free to contact us for guidance.
15. We will do our best to honor our installation schedules dates. However certain factors out of our control (extreme weather, equipment break downs, SPF technician illnesses) may require us to revise our original installation date. Your IBP sales rep will coordinate any necessary schedule changes.
16. A Certificate of Capital Improvement can be provided upon request by your IBP sales representative.

SPF Contractor Responsibilities

1. To protect against overspray, the SPF contractor will mask all non-foam finished surfaces (i.e. windows, doors, bathtubs, sinks, shower surrounds, garage doors, masonry, fireplaces, outlet boxes, etc.).
2. Some jobs require additional prep - level 2 prep (finished floors, finished walls) or level 3 (wrapping exposed beams). Please discuss all prep concerns with your IBP sales rep ahead of time.
3. IBP SPF technicians will wear Supplied Air Respirators operated in a positive pressure or continuous flow mode, full-face protection (full-face mask or hood), gloves and a Tyvek suit while in spray areas.
4. Our SPF crews will post signage and warnings so that unauthorized personnel are aware of the hazard during the installation process.
5. We will provide independent mechanical ventilation (intake and exhaust) to ventilate the spray area during and after the installation process.
6. To protect high traffic areas, we will install plastic sheathing on the walkways through the home or building along access points into the spray area making sure to protect doorways, finished flooring and drywall corners.
7. The SPF crew leader will inspect all areas to be sprayed before, during and after installation to verify the substrate is ready for SPF, the proper depth of SPF and address any tricky areas or missed spots.
8. At the end of the installation process, we will sweep up and dispose of all SPF scraps/shavings and remove all protective coverings (plastic).
9. IBP's risk department requires that a code-required ignition barrier or thermal barrier be installed over the SPF as soon as possible. We generally will handle this for you but in some occasions, this will be done by others. This must be discussed and documented before the SPF is installed.
10. Our crew will leave behind a completed insulation certificate that certifies thickness, R-value and the type of SPF installed.

General Contractor and/or Homeowner Responsibilities

1. The area to be sprayed should be clear of all personal belongings and building materials so SPF technicians can maneuver safely. We generally require 10' of free space in front of all substrates. All personal belongings and building materials must be protected by others (sealed with plastic).
2. The substrate surface must be free of oils, dust, soot, and rust (i.e. paint ready) to avoid any potential adhesion issues.
3. Cold temperatures will require temporary heat that must be supplied by the general contractor or homeowner. Here are some helpful guidelines on temporary heat:
 - Preheat the night before or early (5am) in the AM then shut down.
 - Minimum temperature of substrate surface being sprayed (not air temperature) is 32 degrees Fahrenheit. Any exceptions must be discussed and documented ahead of time.
 - No propane, only kerosene or #2 oil heater. Use exterior flex ducts for air intake.
 - The moisture level of the substrate that is being sprayed needs to be 18% or less, as measured by a 2-prong moisture gauge.
4. Arrangements must be made ahead of time for our SPF crews to enter the home or building on the designated schedule date and be able to lock up when they have finished. Your IBP sales rep will confirm these plans (garage codes, key under mat, meeting someone to unlock/lock) and communicate to our SPF installation crew.
5. Anyone with respiratory health conditions (e.g., asthma or COPD) should consult with a physician about possibly extended re-occupancy times (beyond 24 hours).
6. Laminated Veneer Lumber (LVL)/Engineered woods require special attention because of the waxy coatings that are often applied during the manufacturing process. #2 pine should be screw-fastened to the lumber to address this adhesion issue. Discuss with your sales rep when dealing with LVL's.

7. **The general contractor and/or homeowner will be responsible for actual expenses incurred by the SPF contractor if the contracted jobsite is not ready for our SPF crew on the designated schedule date.**
8. In accordance with the International Residential Building Codes, an attic or crawl space sprayed with spray foam material may only be used for the servicing of utility and mechanical systems. No storage is allowed in these areas. Code complaint storage can be created by providing an approved thermal barrier or ignition barrier, or depending on the product, an interior finish system or intumescent coating can be applied.

New Construction Single Family Homes

No other trades, delivery personnel, homeowners, or pets can be in the home for a minimum of 24 hours after the SPF installation process has finished. This timeline could be extended or shortened depending on environmental and ventilation conditions. Anyone arriving on the jobsite without the approved PPE will be asked to leave immediately. If they refuse to leave, we will suspend our SPF installation until the home is vacant again.

Multi-Family and Commercial Buildings

1. No other trades or personnel can be within 50 feet of the designated restricted work area for a minimum of 8 hours after the SPF installation is complete, as long as the restricted area can be ventilated as per the manufacturer's installation guidelines. Generally speaking, in order for **re-entry** for trade workers less than **24 hours**, the work area will need to be ventilated with commercial ventilation fans (intake and exhaust) at a rate of 18-20 ACH per hour during the installation process. **Re-occupancy** times remain **24 hours**.
2. The restricted work area must be isolated from other work areas, access must be controlled and the area must be well marked with signs and caution tape.
3. Metal stud framing must be securely fastened to the top and bottom tracks and stiffener studs must be installed. The expansion of the foam during the curing process may cause the studs to twist if not secured properly ahead of time.

Existing Homes and Renovations

1. The home must be uninhabited (including pets) during the application of spray foam and at a minimum 24 hours after the process is completed. This timeline could be extended depending on the environmental and ventilation conditions. If during the application process personnel arrive at the worksite without proper respiratory protection, they will be asked to leave. If they do not, the SPF installers will stop application until the restricted area is clear.
2. All staples, nails, lathe, old drywall or plaster must be COMPLETELY removed from the face of the studs and/or substrate prior to the installation of the SPF.
3. Caution must be taken when spraying rooflines that may have been framed with interior rated lumber (very common in garage ceilings, especially 24" oc framing) as the heat of the SPF may cause slight cupping in the sheathing.
4. If we are accessing the spray foam area through a closet or pantry, these areas must be clear of all personal belongings so that we can fit our ladders and to avoid issues with overspray that may make its way out of the spray area.

Your home or building is a very complex system and any change can have an effect on other parts of your structures environment. It is important that you understand how spray foam insulation could affect those other environmental systems in your home. We highly recommend that you consult with an HVAC professional to make sure your home or building's HVAC system is properly sized and properly vented for the more efficient building envelope. Following is a brief discussion of 4 key areas of the home or building that need special consideration:

HVAC (Heating, ventilation, air-conditioning system)

One of the primary benefits of spray foam is that it reduces air leakage through the building envelope. The reduction of air leakage results in an immediate reduction in energy consumption, which leads to long term energy savings. However, we strongly recommend that an HVAC expert be consulted to address any potential air quality concerns pertaining to the decrease in air leakage. In some instances, your HVAC consultant may recommend the installation of an HRV or ERV (Heat Recovery Ventilator/Energy Recovery Ventilator) to improve overall air quality of the home.

Your current HVAC systems could become oversized as a result of adding spray foam insulation to your home due to the increased thermal efficiency of the new foam. This could cause the HVAC system to short cycle which would have an impact on the comfort and efficiency of your home. An HVAC consultant should be contacted to ensure that your HVAC system is properly sized for the more efficient building envelope associated with spray foam insulation.

COMBUSTIBLE AIR

When SPF is applied in attics or other areas where there are gas appliances (such as furnaces or hot water tanks), this could create a condition where the lack of combustible air violated mechanical code. Consequently, a mechanical contractor should be consulted (HVAC or plumber). Without sufficient combustible air, gas appliances will not operate correctly (i.e. may cause back drafting of flue gases like carbon monoxide).

VENTS

Ideally vents (i.e. bath fans, kitchen fans, dryer) terminate into an area outside the thermal envelope. In some instances, the application of SPF places those vent terminations within the thermal envelope. In order to mitigate any health and safety concerns, those vents must be routed outside the new thermal envelope. This will help reduce increases in moisture levels, condensation, and odors.

UNVENTED ATTICS

When applying spray foam installation on the attic roof deck, ventilation in the structure will be closed off. This is done to achieve one of the key benefits of a closed attic assembly, which is to stop attic air loss. **The existing insulation in the attic must be removed.** This insulation has the ability to leach the odor of the curing foam, and this odor can linger indefinitely within the pre-existing insulation. Furthermore, the 2006 International Residential Code (IRC) specifically states all insulation and vapor barriers must be removed from the attic floor when transforming a vented attic into an unvented attic. By code and industry building practices, there must not be any vapor or thermal barrier between the occupied area and the attic.

I have read and understand the SPF Insulation Fact Sheet (Fact Sheet). I understand that my IBP sales rep is available to answer any questions I have regarding this Fact Sheet.

FILL IN ALL REVELANT FIELDS BELOW

Job Site Address	55 Eaton Hill Rd, Auburn NH 03032
Customer Name (print)	Town of Auburn NH
Customer Signature/Date	
Sales Rep Name (print)	Michael D Quinn
Sales Rep Signature/Date	

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

7:00 PM

Selectmen Present: Keith Leclair and Michael Rolfe

Others Present: Road Agent Michael Dross, Fire Chief Michael Williams, Sergeant James Huard, Mike DiPietro, 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.

Approval of Payroll Manifest for the Week of July 20, 2020 - \$54,084.11

Mr. Leclair motioned to approve the Payroll Manifest for the week of July 20, 2020 in the amount of \$54,084.11. 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 July 20, 2020 - \$9,413.38

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of July 20, 2020 in the amount of \$9,413.38. 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 July 27, 2020 - \$156,201.84

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of July 27, 2020 in the amount of \$156,201.84. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

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

Mr. Leclair read out loud the Consent Agenda for the Week of July 27, 2020 some of which included: Tax Collector's Warrant 76 Juniper Circle, Tax Collector's Warrant Chester Turnpike, Abatement Application 2019 PSNH Assessment, three (3) Applications for Current Use Assessment, Notice of Intent to Cut Wood or Timber Chester Turnpike, Abatement/Refund Request PSNH and six (6) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the week of July 27, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Fire Chief Michael Williams – Monthly Meeting with the Board

Chief Williams presented his report for the month of June noting 56 calls for service. Chief Williams noted department meetings and trainings were getting back to normal. Work has

begun on Station 2 renovations. The Department assisted with the Pinkerton Graduation. PPE is in good stock. Lieutenant Sullivan is working with EMS.

Chief Williams noted inspections of the brakes on Ladder 1 were just completed, which will be in the next report. Lieutenant Glennon repaired Ladder 1 waterway drain valve and worked on jack sensor problems as well. He noted there was a retrofit coming. Chief Williams indicated there was an incident with Ladder 1 exhaust repair. A part was not put on and the exhaust which faces the can, burned through the brakes which locked up on the hill. The line was fixed.

Mr. Leclair asked about renovation at Station #2. Chief Williams noted the floor is in, the cabinets and countertop were installed today, and the first coat of paint is done. He thought the bathrooms would be worked on next week.

Mr. Leclair asked about the per diem firefighters on weekends? Chief Williams indicated it is working well, staffed with in-house people and helps with training new guys. Chief Williams indicated the full-time position will be posted as of August 3rd and the month of August is being filled with in-house per diem individuals. Mr. Leclair asked if there were any internal candidates for the full-time position and Chief Williams noted it has not been posted yet, but there were a couple of potential candidates in-house.

- **Exhaust System Potentials for Pingree Hill Station**

Chief Williams provided three proposals for the installation of a diesel exhaust system for Station #2. Chief Williams expressed concerns about exhaust entering the living area, which is designated as a quarantine facility/emergency shelter.

Chief Williams reviewed the pros and cons of the three systems which he narrowed down to two, Plymovent and Airvac. The Plymovent system captures exhaust with hoses attached to the exhaust pipes through duct work which removes it to the exterior of the building. The less expensive Airvac system is a ceiling hung filtration system which allows any AFD vehicle to engage the system, activated by overhead door switches with optional sensors.

Chief Williams noted he spoke with Concord Fire and Dover Fire, both of whom have installed Airvac systems and have had positive experiences. The Airvac system uses two filters, one pre-filter per unit (there would be 2 units) that is replaced every 3-4 months at a cost of \$8.75 for a dozen and the main filters that are replaced at 24+ months at a costs of \$410 for two.

Mr. Leclair asked Mr. Herman if he thought this might be covered by CARES Act reimbursement? Mr. Herman noted he would know better once the State acts on the last submission which included the renovations to the Pingree Hill Station. But his instinct was this would be a reimbursable expense. Mr. Leclair indicated the Town would need to commit funds in case it is not reimbursed.

Mr. Leclair requested this item be carried over to the next Board meeting to enable Mr. Bedard to vote at the next meeting.

- **Generator Repair or Replace for Pingree Hill Station**

Chief Williams provided the Board with an estimate from Gemini Electric dated May 5, 2020 relative to generator replacement at Station #2. Three options were proposed, a new 25 kw Generator at \$18,157, a new 20 kw Generator at \$13,987 and repair of the existing 20 kw Generator (engine only) for \$5,000. Mr. Wright noted the existing generator has had numerous repair issues and cannot guarantee there will not be more repairs necessary after repairing the engine.

Mr. Leclair asked Mr. Herman if he thought this might be covered by CARES Act reimbursement? Mr. Herman indicated he felt this would be a bigger stretch for reimbursement, but the Town had funds available that could cover the item.

Mr. Rolfe recommended getting another quote. Road Agent Dross offered to reach out to a local company. The Board also requested the item be carried forward to the next Board meeting to allow Mr. Bedard to participate in the decision.

- **Dehumidifier System for Pingree Hill Station**

Rick Eaton provided the Board with a recommendation and an estimate from AAA Energy Service dated July 24, 2020 for installation of a dehumidifier system at Station #2 for \$1,150. Mr. Herman noted this was not a budgeted item but was certainly something the Board could deal with.

The Board also agreed to carry this item forward until their next meeting for action.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Chief Williams noted things are going well. Mr. Leclair indicated there are plenty of masks and PPE for the Town operations, and also indicated AVS Principal Lori Collins has indicated the School has an adequate supply.

PPE Supply for Elections

Mr. Herman indicated PPE for the September and November elections that the State is supplying will be picked on August 18-19 . He also noted absentee ballot requests have picked up during the past week.

New Business

Surety Reduction – 254 Real Estate Holdings, LLC (Tax Map #25, Lot #45)

Mr. Herman provided the Board with a letter from the Planning Board dated July 16, 2020 concerning a request for surety reduction for 254 Rockingham Road from \$10,439 to \$1,900. \$1,500 is for the completion and submission of the as-built plans and \$400 is for final monitoring by Stantec.

Mr. Rolfe motioned to reduce the surety for 254 Real Estate Holdings, LLC (Tax Map #25, Lot #45) from \$10,439 to \$1,900 for 254 Rockingham Road. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Safety Improvements – Safety Complex

Mr. Herman provided the Board with a Memorandum dated July 23, 2020 concerning the Safety Complex Improvement and Training Room Use, together with report and request from Police Chief Pelton concerning the front door access and use of the training room for public safety functions and training. The estimate of \$2,748.70 was provided by Pro Technologies – Safety, Security & Comfort, LLC dated July 15, 2020.

Mr. Herman indicated he felt certain the front door access totaling \$2,748.70 would be reimbursable from the CARES Act funds available through the GOFERR program based on the Police Chief's explanation.

Mr. Rolfe moved to authorize expenditure of \$2,748.70 to add an access intercom system and cameras to the exterior front door of the Safety Complex as proposed by Chief Pelton. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe moved to authorize the continued dedicated use of the training room at the Safety Complex by the Fire and Police Departments for public safety functions and scheduled training or meeting activities by Town boards and departments. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Sergeant Huard indicated there was another request concerning camera system upgrades. Mr. Herman provided the Board with a copy of a letter dated July 16, 2020 from Chief Pelton asking to authorize \$7,696.92 from the detail supply account for the upgrading of the police department camera system. Sergeant Huard noted integrating body cams into the patrol force is planned for FY2021. The current system was installed in 2001 and is not user-friendly. An estimate was provided from Pro Technologies – Safety, Security & Comfort, LLC dated July 15, 2020. Sergeant Huard noted the detail account has a balance of approximately \$10,000.

Mr. Leclair asked about costs for Cloud storage and annual maintenance fees? Sergeant Huard will get those figures to Mr. Leclair for budgeting.

Mr. Leclair asked how long the storage is required? Mr. Herman indicated he believed Chief Pelton said it was 90 days unless there is a specific request for a specific incident. Then it would be longer.

The Board agreed to consider this at their next meeting.

Old Business

Update – NH 10 Miler Road Race – Saturday, August 29, 2020 from 7 AM to 9:30 AM

Sergeant Huard noted there will be a staggered start beginning at Front Park moving to the Massabesic Traffic Circle and moving around Lake Massabesic to get to Bypass 28 and returning to Front Park. There will be detail officers and no road closures.

NH Wine Run – Thursday, August 13, 2020 at 5 PM

Sergeant Huard noted the race starts at the Auburn Pitts and runs down Rockingham Road for a short distance until it can pick up the trails on Manchester Water Works property. There are 300 runners expected, and he indicated no Town road would be closed during the event.

Request for Proposal for LED Street Light Conversion – Tabled

Report/Comments of Ex-Officio Board Representatives

Mr. Rolfe indicated the Planning Board met and reviewed the request for surety reduction. The Board also appointed Alternate member Tom Lacroix to fill the position Mr. Rolfe used to have on the Board until he was elected to the Board of Selectmen. He indicated the Board would resume active meetings in August.

Other Business

Pingree Hill Drainage Project

Mr. Herman provided the Board with an email from a resident to the Building Inspector dated July 24, 2020 concerning the Pingree Hill drainage project expressing concerns with worker safety, compaction and public safety.

The resident stated he believes the soil to be sandy clay, susceptible to collapse, and asks for protection for the employees.

The resident also expressed concerns with the method of fill distribution backfilling the trenches and believes each layer should be placed on one-foot lifts rather than rolling the top layer.

The resident expressed concerns with the use of open mouth drainage structures for stormwater without grated openings and opined that children, pets and animals could easily slip into the opening and be hurt or drowned.

Road Agent Dross indicated C-throats have been a standard road drainage infrastructure in use for 40 years without problems. He indicated there are many existing examples throughout Town, and they are also used by the State. He indicated screens will block the drains and prevent leaves from being captured and cause the drainage system to fail potentially causing the roads to wash out. He also noted the soil in question is not sandy clay as evidenced by rocks being pulled out which he said indicates hard pan. Road Agent Dross indicated there were no issues with compaction, roads have a lot of traffic and are not designed the same as parking lots.

Mr. Leclair and Mr. Rolfe indicated the Board would take the matter under advisement.

Next Meetings/Events

Monday, August 3, 2020 – Board of Selectmen's Workshop Meeting – 6:00 PM

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

Minutes

- July 20, 2020 Non-Public Workshop Meeting

Mr. Rolfe motioned to approve the minutes of the July 20, 2020 Workshop Meeting. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

- July 13, 2020 Public Meeting

Mr. Rolfe motioned to approve the minutes of the July 20, 2020 Meeting. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Non-Public Session pursuant to RSA 91-A:3, II (a)
Performance Reviews/Compensation of a public employee

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3, II (a) Performance Reviews/Compensation of a public employee. Mr. Rolfe seconded the motion. A roll call vote was taken: Mr. Leclair – Yes; Mr. Rolfe – Yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:43 PM.

The meeting room was reopened to the public at 8:09 PM.

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

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

Mr. Rolfe motioned to approve a merit recognition of \$500 for the Building Inspector based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Rolfe motioned to approve a step increase for the Land Use Administrator from a Labor Grade 7, Step 13 to a Labor Grade 7, Step 14 based on a positive performance evaluation. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:10 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