

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

**7:00 p.m.**

**( ) Call to Order – Pledge of Allegiance**

Approval of Payroll Manifest for the Week of August 17, 2020 -- \$58,479.57  
Approval of Accounts Payable Manifest for the Week of August 24, 2020  
Approval of Consent Agenda – Week of August 24, 2020

**( ) Appointments with the Board**

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

General Update on Town Issues  
PPE & Supplies for September & November Elections  
Federal CARES Act Funds for Elections

**( ) New Business**

**( ) Old Business**

Insulation Project – Safety Complex  
Replacement of Windows – Pingree Hill Fire Station  
Sale of Surplus Vehicles – August 19<sup>th</sup> Online Auction  
LED Street Light Conversion Project – Request for Proposals  
Power Washing of Town Hall Building

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

**( ) Other Business**

**( ) Next Meetings / Events**

Monday, September 14, 2020 – Board of Selectmen's Meeting – 7:00 PM  
Tuesday, September 22, 2020 – Involuntary Merger Appeal to ZBA – 7:00 PM  
Monday, September 28, 2020 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- August 10, 2020 Public Meeting
- August 10, 2020 Non-Public Meeting (x2)

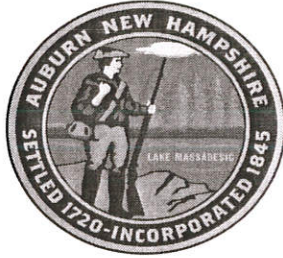
**( ) Adjourn**

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

Polling Place(s)	Hand Count = 1 Ballot Counting Device = 2	2016 General Election Regular Voters	2016 General Election Absentee Voters	2016 Total General Election Voters	2016 Primary Election Regular Voters	2016 Primary Election Absentee Voters	2016 Primary Total votes cast	2016 Primary and General Combined, Regular & Absentee Voters Combined Total	Number of Polling Places	KN 95-Masks	Surgical Masks	Face Shields	Gloves pairs)	Gowns	Hand Sanitizer 1 One gallon jug for voters at entry / exit	Hand Sanitizer smaller containers entry / exit / election official work areas	Sneeze Guards	Sanitizing wipes jugs	Accessible Voting System alcohol wipes for cleaning	Pencils - one use - for hand count towns	Pens - one use for ballot counting device polling places	Social Distancing & PPE Instructions plastic A frame signs	Social Distancing & PPE Instructions poster on paper	Painters tape to mark floors for 6 ft social distancing	Paper mats printed with instructions to cover writing surface then as privacy folder for ballot	Disposable earphone covers for accessible voting system headphones
Acworth	1	521	54	575	161	10	171	746	1	22	439	11	658	20	1	12	8	11	20	597	0	4	4	1	597	20
Albany	1	365	45	410	120	3	123	533	1	20	400	11	533	20	1	12	8	10	20	426	0	4	4	1	426	20
Alexandria	1	895	85	980	265	11	276	1256	1	29	575	13	862	21	1	13	9	14	20	1005	0	4	5	1	1005	20
Allenstown	2	2153	98	2251	509	10	519	2770	1	49	979	17	1468	23	2	15	10	24	20	2216	0	4	7	1	2216	20
Alstead	1	983	72	1055	278	8	286	1341	1	30	598	13	896	21	1	13	9	15	20	1073	0	4	5	1	1073	20
Alton	2	3012	573	3585	957	52	1009	4594	1	73	1465	22	2198	25	3	17	12	37	20	0	3675	4	9	1	3675	20
Amherst	2	6689	981	7670	1782	144	1926	9596	1	140	2799	35	4198	32	7	24	17	70	20	0	7677	4	16	1	7677	20
Andover	1	1342	119	1461	467	25	492	1953	1	38	761	15	1141	22	2	14	9	19	20	1562	0	4	6	1	1562	20
Antrim	2	1430	118	1548	370	19	389	1937	1	38	757	15	1135	22	1	14	9	19	20	0	1550	4	6	1	1550	20
Ashland	2	1050	82	1132	295	5	300	1432	1	31	622	13	933	21	1	13	9	16	20	0	1146	4	5	1	1146	20
Atkinson	2	4040	541	4581	1245	71	1316	5897	1	91	1813	25	2719	27	4	19	13	45	20	0	4718	4	11	1	4718	20
Auburn	2	3320	260	3580	926	23	949	4529	1	72	1448	21	2172	25	3	17	12	36	20	0	3623	4	9	1	3623	20
Barnstead	2	2644	173	2817	690	19	709	3526	1	59	1180	19	1770	24	3	16	11	30	20	0	2821	4	8	1	2821	20
Barrington	2	5020	346	5366	1124	51	1175	6541	1	99	1984	27	2976	28	5	20	14	50	20	0	5233	4	12	1	5233	20
Bartlett	2	1680	304	1984	550	34	584	2568	1	46	925	16	1387	23	2	15	10	23	20	0	2054	4	7	1	2054	20
Bath	1	516	46	562	158	7	165	727	1	22	434	11	651	20	1	12	8	11	20	582	0	4	4	1	582	20
Bedford	2	10909	2748	13657	3612	335	3947	17604	1	247	4934	56	7402	43	12	35	25	123	20	0	14083	4	27	1	14083	20
Belmont	2	3518	247	3765	952	32	984	4749	1	75	1506	22	2260	26	3	18	12	38	20	0	3799	4	10	1	3799	20
Bennington	1	779	48	827	213	4	217	1044	1	26	518	12	778	21	1	13	8	13	20	835	0	4	5	1	835	20
Benton	1	142	49	191	62	0	62	253	1	20	400	11	600	20	1	12	8	10	20	202	0	4	4	1	202	20
Berlin	2	3750	315	4065	1062	58	1120	5185	3	121	2423	25	3634	66	6	42	29	61	60	0	4148	12	18	3	4148	60
Bethlehem	2	1297	190	1487	316	11	327	1814	1	36	724	14	1086	22	1	14	9	18	20	0	1451	4	6	1	1451	20
Boscawen	2	1713	226	1939	492	14	506	2445	1	45	892	16	1338	22	2	14	10	22	20	0	1956	4	6	1	1956	20
Bow	2	4579	590	5169	1779	93	1872	7041	1	106	2118	28	3176	29	5	21	14	53	20	0	5633	4	13	1	5633	20
Bradford	2	891	119	1010	378	22	400	1410	1	31	616	13	924	21	1	13	9	15	20	0	1128	4	5	1	1128	20
Brentwood	2	2197	397	2594	694	86	780	3374	1	57	1140	18	1710	24	2	16	11	28	20	0	2699	4	8	1	2699	20
Bridgewater	1	599	120	719	234	5	239	958	1	25	495	12	743	20	1	12	8	12	20	766	0	4	4	1	766	20
Bristol	2	1494	203	1697	478	10	488	2185	1	41	823	15	1234	22	2	14	9	21	20	0	1748	4	6	1	1748	20
Brookfield	1	422	37	459	163	7	170	629	1	20	408	11	612	20	1	12	8	10	20	503	0	4	4	1	503	20
Brookline	2	2923	287	3210	693	29	722	3932	1	64	1289	20	1933	24	3	16	11	32	20	0	3146	4	8	1	3146	20
Cambridge	1	2	0	2	2	0	2	4	1	20	400	11	600	20	1	12	8	10	20	3	0	4	4	1	3	20
Campton	2	1734	207	1941	453	17	470	2411	1	44	883	16	1324	22	2	14	10	22	20	0	1929	4	6	1	1929	20
Canaan	2	1777	177	1954	358	20	378	2332	1	43	862	16	1293	22	2	14	10	22	20	0	1866	4	6	1	1866	20
Candia	2	2446	190	2636	764	33	797	3433	1	58	1155	19	1733	24	2	16	11	29	20	0	2746	4	8	1	2746	20
Canterbury	2	1488	131	1619	571	27	598	2217	1	42	831	15	1247	22	2	14	9	21	20	0	1774	4	6	1	1774	20
Carroll	2	429	64	493	120	8	128	621	1	20	406	11	608	20	1	12	8	10	20	0	497	4	4	1	497	20
Center Harbor	1	615	121	736	258	19	277	1013	1	26	510	12	765	21	1	13	8	13	20	810	0	4	5	1	810	20
Charlestown	2	2247	170	2417	461	12	473	2890	1	51	1011	17	1516	23	2	15	10	25	20	0	2312	4	7	1	2312	20
Chatham	1	187	22	209	52	1	53	262	1	20	400	11	600	20	1	12	8	10	20	210	0	4	4	1	210	20
Chester	2	2820	221	3041	773	30	803	3844	1	63	1265	20	1898	24	3	16	11	32	20	0	3075	4	8	1	3075	20
Chesterfield	1	1996	227	2223	481	32	513	2736	1	48	970	17	1454	23	2	15	10	24	20	2189	0	4	7	1	2189	20
Chichester	1	1520	92	1612	501	22	523	2135	1	40	809	15	1214	22	2	14	9	20	20	1708	0	4	6	1	1708	20
Claremont Ward 1	2	1496	101	1597	305	13	318	1915	1	38	751	15	1126	22	1	14	9	19	20	0	1532	4	6	1	1532	20
Claremont Ward 2	2	2044	182	2226	480	23	503	2729	1	48	968	17	1452	23	2	15	10	24	20	0	2183	4	7	1	2183	20
Claremont Ward 3	2	1760	144	1904	383	12	395	2299	1	43	853	16	1280	22	2	14	10	21	20	0	1839	4	6	1	1839	20
Clarksville	1	159	21	180	58	5	63	243	1	20	400	11	600	20	1	12	8	10	20	194	0	4	4	1	194	20
Colebrook	1	978	85	1063	329	10	339	1402	1	31	614	13	921	21	1	13	9	15	20	1122	0	4	5	1	1122	20
Columbia	1	323	29	352	108	10	118	470	1	20	400	11	600	20	1	12	8	10	20	376	0	4	4	1	376	20
Concord Ward 1	2	2291	146	2437	631	20	651	3088	1	53	1063	18	1595	23	2	15	10	27	20	0	2470	4	7	1	2470	20
Concord Ward 10	2	2640	288	2928	1013	41	1054	3982	1	65	1302	20	1953	25	3	17	11	33	20	0	3186	4	9	1	3186	20
Concord Ward 2	2	2029	139	2168	523	8	531	2699	1	48	960	17	1440	23	2	15	10	24	20	0	2159	4	7	1	2159	20
Concord Ward 3	2	1471	138	1609	509	24	533	2142	1	41	811	15	1217	22	2	14	9	20	20	0	1714	4	6	1	1714	20
Concord Ward 4	2	2103	184	2287	572	28	600	2887	1	50	1010	17	1515	23	2	15	10	25	20	0	2310	4	7	1	2310	20
Concord Ward 5	2	2278	379	2657	937	100	1037	3694	1	61	1225	19	1838	24	3	16	11	31	20	0	2955	4	8	1	2955	20
Concord Ward 6	2	1840	150	1990	491	23	514	2504	1	45	908	16	1362	23	2	15	10	23	20	0	2003	4	7	1	2003	20
Concord Ward 7	2	2400	303	2703	947	42	989	3692	1	61	1225	19	1837	24	3	16	11	31	20	0	2954	4	8	1	2954	20
Concord Ward 8	2	1958	146	2104	612	24	636	2740	1	49	971	17	1456	23	2	15	10	24	20	0	2192	4	7	1	2192	20
Concord Ward 9	2	1838	143	1981	614	10	624	2605	1	47	935	16	1402	23	2	15	10	23	20	0	2084	4	7	1	2084	20
Conway	2	4553	759	5312	978	71	1049	6312	1	97	1936	26	2904	28	4	20	14	48	20	0	5089	4	12	1	5089	20
Cornish	1	974	85	1059	252	12	264																			

## 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 14, 2020

**Re:** Federal CARES Act Funds for Elections

During the past week, the Town has been made aware of funding that is being made available to New Hampshire municipalities through the Secretary of State's Office to assist covering what are expected to be increased costs for the September and November elections due to an increase in absentee balloting. The funds are part of the federal stimulus funding of \$1.2 billion that has been issued to the State of New Hampshire, with approximately three million dollars allocated for this election purpose.

In general terms, the State is in the process of developing a Statewide average cost for the handling and processing of absentee ballot requests, applications and ballot submissions. This cost will be inclusive of increased postage costs, supplies and staff time. In simple terms, that average statewide cost will be multiplied by each absentee ballot requests processed and each return absentee ballot received by Auburn that exceeds the totals from the 2016 Primary and General Elections.

Of the \$3 million available statewide, a total of \$14,353.49 has been allocated to Auburn. This grant program is an 80/20 match with the State reimbursing the Town 80% of the covered costs up to a total of \$14,353.49.

To participate in the grant program, the Town will need to enter into a standard State of New Hampshire Agreement through the Secretary of State's Office by August 28<sup>th</sup>. And then submit reimbursement requests by September 14<sup>th</sup> for the Primary and November 9<sup>th</sup> for the General Election.

In order to fully and timely participate in this process, the Board of Selectmen would need to vote to accept and expend the CARES Act grant funds under the provisions of RSA 21-P:43 and to designate a signing authority for the Town for this purpose. Assuming the Board desires to move forward in this direction, the following motions would be appropriate:

*Motion to approve the Town of Auburn's entering into an Agreement with the State of New Hampshire for receipt of CARES Act funding for the elections that is made available to the Town of Auburn, and to designate the Town Administrator as the signing authority for the Town of Auburn for the grant agreement, reimbursement submissions and other documentation required for the CARES Act funding program for the elections.*

*Motion for the Town of Auburn to accept and expend up to \$14,353.49 in CARES Act grants funds, including amounts of \$10,000 or greater, without a public hearing or notice being published in a newspaper seven days in advance, by acting under the provisions of RSA 21-P:43 and subject to the terms of the State of New Hampshire Grant Fund Agreement.*

Thank you for your consideration.

# NEW HAMPSHIRE DEPARTMENT OF STATE

William M. Gardner  
*Secretary of State*



Robert P. Ambrose  
*Senior Deputy Secretary of State*

David M. Scanlan  
*Deputy Secretary of State*

August 10, 2020

To the Election Officers of New Hampshire and the Governing Bodies of New Hampshire Towns and Cities and unincorporated places:

We are pleased to provide this Notice of Grant Opportunity for funding through the federal CARES Act for the election. The attached document explains how cities, towns and unincorporated places can obtain partial reimbursement for qualified expenses of carrying out the upcoming September 8, 2020 state primary and November 3, 2020 general election.

This grant program provides 3 million dollars of CARES Act funding for the upcoming elections to New Hampshire's cities, towns and unincorporated places. The grant allocates to each city, town and unincorporated place a maximum amount that is proportional to that town or city's share of the total votes cast in the 2016 primary and general election. Federal law and regulation requires extensive agreements and documentation to receive a sub-grant of federal funds. We are striving to make the process as simple as possible. BerryDunn, an accounting firm, has extensive experience with federal grant funds. They will assist you with this process.

The federal Election Assistance Commission has just approved use of a Statewide Standard Cost Rate for additional absentee ballots as a basis for making reimbursements. This substitute procedure for documenting the local expense of absentee ballot processing above the level in the most recent similar elections requires only that each town and city report the total absentee ballots sent out and the total cast at each federal election. Provided the number of additional absentee ballots in your town or city supports reimbursing your full allocation, you will not need to submit additional documentation to the state.

BerryDunn and my office are presenting a webinar to explain the grant program on Wednesday August 12<sup>th</sup>, starting at 2:00 PM. Register to attend Wednesday's webinar at this link: <https://zoom.us/join/joinMeeting?zmt=ZmZqG9acikBcfw33ZGJhJRy>

We repeat the webinar on Thursday August 13<sup>th</sup> at 11:00 AM. Register to attend Thursday's webinar at this link: <https://zoom.us/join/joinMeeting?zmt=ZmZqG9acikBcfw33ZGJhJRy>

Each webinar will be limited to the first 500 registrants. A recording of a webinar will be available for anyone unable to attend one of these sessions. BerryDunn has established a help line and e-mail address: (603) 518-2650, [Vote@BerryDunn.com](mailto:Vote@BerryDunn.com).

Sincerely,

William M. Gardner Secretary of State

State House Room 204, 107 N. Main St., Concord, NH 03301

Phone: 603-271-3242

Fax: 603-271-6316

TDD Access: Relay NH 1-800-735-2964

[www.sos.nh.gov](http://www.sos.nh.gov)

email: [elections@sos.nh.gov](mailto:elections@sos.nh.gov)

**FORM NUMBER P-37 (version 12/11/2019)**

Notice: This agreement and all of its attachments shall become public upon submission to Secretary of State. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS****1. IDENTIFICATION.**

1.1 State Agency Name  State of New Hampshire Secretary of State		1.2 State Agency Address  State House Room 204, 107 N. Main Street Concord, New Hampshire 03301	
1.3 Contractor Name <b>TOWN OF AUBURN</b>		1.4 Contractor Address <b>P.O. Box 309 Auburn, NH 03032</b>	
1.5 Contractor Phone Number <b>603-483-5052</b>	1.6 Account Number <b>DC20101CARES</b>	1.7 Completion Date  December 31, 2020	1.8 Price Limitation  <b>\$14,353.49</b>
1.9 Contracting Officer for State Agency  David Scanlan		1.10 State Agency Telephone Number  (603) 271-3242	
1.11 Contractor Signature   Date:		1.12 Name and Title of Contractor Signatory <b>William G. Herman, CPM Town Administrator</b>	
1.13 State Agency Signature   Date:		1.14 Name and Title of State Agency Signatory  David Scanlan, Deputy Secretary of State	

**2. SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached TERMS AND CONDITIONS which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in the TERMS AND CONDITIONS, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in the TERMS AND CONDITIONS which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

## **8. EVENT OF DEFAULT/REMEDIES.**

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

## **9. TERMINATION.**

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing

in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached TERMS AND CONDITIONS. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

## **10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.**

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

**11. CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

## **12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.**

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

**13. INDEMNIFICATION.** Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

**14. INSURANCE.**

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which

shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**17. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

**18. CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

**19. CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in the TERMS AND CONDITIONS) shall control.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached TERMS AND CONDITIONS are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

**ATTACHMENT A**  
**EAC CERTIFICATIONS**

**To: US Election Assistance Commission**

**Standard Certifications**

**Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Certification Regarding Trafficking in Persons**

The undersigned certifies to his or her understanding that this grant is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) as follows:

- I. Provisions applicable to a recipient that is a private entity.
  - A. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
    1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    2. Procure a commercial sex act during the period of time that the award is in effect; or
    3. Use forced labor in the performance of the award or subawards under the award.

- B. We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity
  - 1. Violates a prohibition in paragraph A of this award term; or
  - 2. Has an employee who violates a prohibition in paragraph A of this award term through conduct that is either:
    - a. Associated with performance under this award; or
    - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)".
- II. Provisions applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is not a private entity—
  - A. Is determined to have violated an applicable prohibition of paragraph I.A of this award term; or
  - B. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph I.A of this award term through conduct that is —
    - 1. Associated with performance under this award; or
    - 2. Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB 12 Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 2200.
- III. Provisions applicable to any recipient.
  - A. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph I A of this award term.
  - B. Our right to terminate unilaterally that is described in paragraph (1) and (2) of this section:
    - 1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - 2. Is in addition to all other remedies for noncompliance that are available to us under this award.
  - C. You must include the requirements of paragraph I A of this award term in any subaward you make to a private entity.
- IV. Definitions. For purposes of this award term:
  - A. "Employee" means either:
    - 1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    - 2. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

C. "Private entity":

1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR §175.25.
2. Includes:
  - a. A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
  - b. A for-profit organization. d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102

William G. Herman, CPM

Printed Name

Town Administrator

Title

Town of Auburn

Organization

08/25/2020

Signature

Date

**ATTACHMENT F**  
**DRUG-FREE WORK PLACE**

## **Attachment F: Certification Regarding Drug Free Workplace**

The City, Town or Unincorporated Place agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the City, Town or Unincorporated Place's representative, as identified in Section 22 of the Terms and Conditions execute the following Certification:

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691), and require certification by the City, Town or Unincorporated Place, prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a the City, Town or Unincorporated Place (and by inference, sub-grantees and sub-contractors), that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. The City, Town or Unincorporated Place using this form should send it to: [vote@berrydunn.com](mailto:vote@berrydunn.com)

(A) The City, Town or Unincorporated Place certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the City, Town or Unincorporated Place's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about—
  - i. The dangers of drug abuse in the workplace;
  - ii. The City, Town or Unincorporated Place's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- (B) The City, Town or Unincorporated Place may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Auburn Town Hall: 47 Chester Road, Auburn, NH 03032 Rockingham County

# Town of Auburn

08/25/2020

Signature

J.E. Painting Plus  
269 Patten Hill Road  
Candia NH 03034  
603 4861979  
jtepaint@comcast.net

# Estimate

Number E102

Date 8/19/2020

## Bill To

Town Of Auburn  
47 Chester Rd  
Auburn, nH, 03032

## Ship To

Auburn Saftey comp  
55 Eaton Hill Rd  
Auburn, NH, 03032

## PO Number

## Terms

## Project

invoice after completion

insulate attic

Date	Description	Hours	Rate	Amount
8/19/2020	install propervent located in attic where missing approximately 70 feet,reinstall existing proper vent that has fallen out of place or removed during hvac work,staple each new and existing vent to hold up			
	adjust existing R-30 insulation that has exposed water supply pipes,vents,lights from 1st floor and any gaps in insulation throughout attic space			
	wrap existing hvac supply ducts where insulation is torn or missing with foil back insulation,tape shut open exposed gaps where needed throughout system			

J.E. Painting Plus  
269 Patten Hill Road  
Candia NH 03034  
603 4861979  
jtepaint@comcast.net

## Estimate

Number E102

Date 8/19/2020

### Bill To

Town Of Auburn  
47 Chester Rd  
Auburn, nH, 03032

### Ship To

Auburn Saftey comp  
55 Eaton Hill Rd  
Auburn, NH, 03032

### PO Number

### Terms

### Project

invoice after completion

insulate attic

Date	Description	Hours	Rate	Amount
	install 1 4x8 sheet of dow board to plywood wall adjacent to upper office at attic entrance left side(rear of building) install another layer of R-30 2x4 unfaced approximately 60 feet worth to areas where propervent meets the floor or existing insulation			\$3,880.00
	exterior front of building,rake back existing bark mulch and screw in where needed trim boards that have broken away from the building exposing the sheathing with exterior grade screws			\$90.00

Amount Paid \$0.00

Amount Due \$3,970.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$3,970.00

Total \$3,970.00

## Bill Herman

---

**From:** jtepaint <jtepaint@comcast.net>  
**Sent:** Wednesday, August 19, 2020 6:27 PM  
**To:** Bill Herman  
**Cc:** Todd Bedard  
**Subject:** fire house windows/safety insulation  
**Attachments:** auburn insulation.pdf; auburn fire windows.pdf

Hi Todd

Here are the estimates for the window replacement at the firehouse and the insulation work we spoke of for the safety complex.

Also I will try to send some of the pictures I took showing the issues with possible heat loss into the attic but those might have to be in another email as they are in my phone, I'll do my best.

As for the painting of the fire house I think we should revisit the specifications for the exterior colors pertaining to the siding, that siding is very fragile in a sense that if the wood is touched it mars the surface and if ladders are put on the siding even with mitts it would show marks in the wood.

We can do the building with a lift truck as the ground is fairly flat so that's not a big deal, as for prepping the building I know the power washing will change the appearance quite a bit so if its okay with the town I would like to do a sample area at no cost just to give the folks an idea of what's to come.

Please let me know and perhaps we can get the sample done in time for the 24<sup>th</sup> meeting thank you  
See you at the meeting.

Sent from Mail for Windows 10

**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 <i>Work Area Notes: police station roofline</i>	Demilec Agribalance 6" R-26.70 Open-Cell Foam	
Roof <i>Work Area Notes: over open cell</i>	Demilec Heatlok HFO Summer 2" R-15.00 Closed-Cell Foam	
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**

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

Seacoast Windows  
1-603-494-1642

Auburn Fire Station

Scope of work. Extract 10 windows.

Install a white vinyl, tilt in window with Low E and argon, energy star with interlocking meeting rails.  
Windows to be either Harvey Classic or Tribute.

Replacement style. I would extract the old window. Install a Harvey Classic in the jamb. Insulate, seal to the exterior. Install a new stop in the interior using pre primed wood and seal to the inside. Haul away all old debris.

Price for 10 windows installed. \$4,999.00

Harvey Classic new construction. We would take off all the interior and exterior trim, bring the jambs to the original 2 by 6's. Install a new construction Harvey Classic. Ice and water shield the exterior flange. All composite exterior and all new interior trim. Haul away old debris.

Price for 10 windows installed. \$6,499.00.

HarveyTribute replacement.

10 windows installed. \$5,699.00

Harvey Tribute new construction.

10 windows installed. \$7,299.00.

At Seacoast Windows, we do not subcontract. I guarantee to be present during the complete install.  
Thanks for the opportunity,

John Sullivan  
Seacoast Windows

[www.seacoastwindowguys.com](http://www.seacoastwindowguys.com)

[www.harveybp.com](http://www.harveybp.com)

J.E. Painting Plus  
269 Patten Hill Road  
Candia NH 03034  
603 4861979  
jtepaint@comcast.net

# Estimate

Number E101

Date 8/19/2020

## Bill To

Town Of Auburn  
47 Chester Rd  
Auburn, nH, 03032

## Ship To

Auburn Fire Dept  
6 Pingree Hill Rd  
Auburn, NH, 03032

## PO Number

window replacement

## Terms

## Project

Date	Description	Hours	Rate	Amount
8/19/2020	removal of old window sash and track of 10 existing windows and replace with new anderson silverline replacement windows			
	install new interior casing to match existing flat stock painted white,dispose of old windows			\$5,150.00

Amount Paid \$0.00

Amount Due \$5,150.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$5,150.00

Total \$5,150.00

Date: August 10, 2020

Town of Auburn: Pingree Hill Fire Station
6 Pingree Hill Road
Auburn, NH
per Rick Eaton: 494-5912
rwemce@comcast.net

- | Quantity | Description   | Per Unit                   | Totals |
|----------|---|----------------------------|--------|
|          | Sales of:   |                            |        |
|          |   |                            |        |
| 10       | New construction style classic double hung windows<br>from Harvey Building Products |                            |        |
|          | -energy star rated  |                            |        |
|          | -primed pine trim for interior  |                            |        |
|          | -Azek trim for exterior   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   |                            |        |
|          |   | Total                      | \$7500 |
|          |   | Deposit Required           | \$3750 |
|          |   | Amount Due Upon Completion | \$3750 |
- Must be C.O.D.
  - Includes disposal of old windows/doors
  - Customer is to leave clear workspace in front of windows/doors

## Cecilia Eaton

---

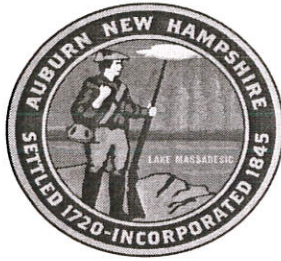
**From:** Romeo's Windows [romeoswindows@aol.com]  
**Sent:** Monday, August 10, 2020 5:01 PM  
**To:** rwemce@comcast.net  
**Subject:** Pingree hill fire station  
**Attachments:** Pingree Hill Fire Station sales order.pdf

Good evening Rick. Attached is the sales order to replace the 10 windows at the fire station. As mentioned, this would be all new construction style (full frame rip outs) with all new trim in and out. Let me know if you have any questions. Have nice rest of the evening.

Thank you  
Kevin  
Romeo's Windows  
[romeoswindows@aol.com](mailto:romeoswindows@aol.com)

## 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 20, 2020

**Re:** Sale of Two Surplus Vehicles

Following the past discussion with the Board, the two surplus 2013 Ford Taurus automobiles were placed on a national online auction service for public entities to sell vehicles and equipment.

Our vehicles were posted on the GovPlant.com site for approximately three weeks complete with nearly 50 pictures of the vehicles, some videos and a written narrative of condition for each vehicle, all prepared by a representative of GovPlant who came to Auburn to handle the work.

The online auction concluded at approximately 11:30 AM on Wednesday, August 19<sup>th</sup>. Both vehicles were sold through this process. The vehicle that had been used by the Building Inspector sold for \$5,200, while the other vehicle that had only been in service as a police cruiser sold for \$6,200. There had been 140 watchers of the former Building Inspector's vehicle with 69 bids received during the three weeks it was posted, while there were 229 watchers of the police cruiser with 120 bids made on this vehicle.

We will receive the buyers' contact information once the buyers have paid their amounts owed to the auction house, which is supposed to occur within seven days of the auction date. A check for the Town's proceeds will be cut on the 14<sup>th</sup> day following the auction, which we anticipate as September 2<sup>nd</sup>.

Our expectation for proceeds is a total of \$11,143.50 for the two vehicles. The auction sales amount is shared 85% to the Town and 15% to the company. The auction house also charges a transaction fee of 15% of the sales price to the buyer, which is also shared 85% to the Town and 15% to the company.

Our two vehicles were part of a total of 700 items offered for sale on August 19<sup>th</sup> at this platform. When I went to the site to watch the transaction at the posted time of the auction, there were more than 111,000 individuals online at the site at that point in time.

Overall, we believe this was a good experience for the Town with a fair return in the process.

Attached for your information is a simple report on the sale of the two vehicles generated through the auction house.

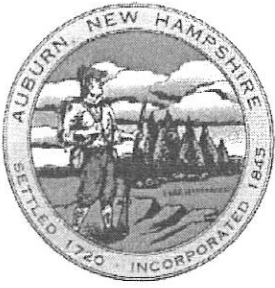
Thank you for your consideration.

**IronPlanet Auction Results for Town of Auburn NH in August 19, 2020 Auction**

<b>Auburn, NH 03032</b> Town of Auburn 47 Chester Rd Bill Herman 603-483-5052 x111	<b>Serial #</b>	<b>Sticker #</b>	<b>Item #</b>	<b>Sale Price</b>	<b>Auction Details</b> Opening/Bids/Bidders	<b>Buyer</b>
2013 Ford Taurus Police Interceptor Sedan	1FAHP2M81DG134495	G174209	3924726	US \$5,200	US \$2,500/69	
2013 Ford Taurus Police Interceptor Sedan	1FAHP2M80DG104081	G174208	3924727	US \$6,200	US \$2,500/120	

Total number of Items for **Town of Auburn NH** in August 19, 2020 Auction:  
2

**Note:** You will be given buyer contact information when you receive the equipment release authorization



# TOWN OF AUBURN

---

## **NOTICE FOR BIDS**

**AUBURN, NEW HAMPSHIRE**

### **LED STREETLIGHT CONVERSION**

The Town of Auburn, New Hampshire is requesting cost proposals for the conversion of existing street light fixtures to LED fixtures. The Bid Proposal shall include a lump sum price for all defined items necessary to complete the scope of work stated in the Bid Documents.

One (1) original bid must be submitted in a sealed envelope clearly labeled "LED STREETLIGHT PROJECT" no later than 2:00 p.m. on Wednesday, September 9, 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  
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" and the bid contained in a second sealed envelope. No faxed or unsealed bids will be considered.

Copies of the scope of work and bid package may be obtained at the Auburn Town Hall or at the Town of Auburn website at [www.auburnnh.us](http://www.auburnnh.us).

Issued: August 19, 2020

## 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 83 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 83 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 82 existing equipment and locations. **There is one additional light just added to the Town’s inventory that is not on the attached inventory. It is located at the intersection of Rockingham Road and King Street (Pole #36/119).**
3. Determine appropriate optics (and shielding, as needed) based on field-verified asset attributes.
4. Propose options for the Town’s consideration as to LED fixture styles and or types
5. Confirm Eversource’s agreement and approval of selected equipment, installing contractor’s qualifications and installation procedures.
6. Ensure illumination standards meet established Eversource lighting conditions and NHDOT Roadway Lighting Design Manual recommended illumination standards.
7. Communicate with Eversource prior to any installations.
8. 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.

9. 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. The Contractor will need to adhere to the standards contained in the Town of Auburn Traffic Control in Construction Work Zone Ordinance ([https://www.auburnnh.us/sites/g/files/vyhli2751/f/file/traffic\\_control\\_in\\_construction\\_work\\_zone\\_ordinance.pdf](https://www.auburnnh.us/sites/g/files/vyhli2751/f/file/traffic_control_in_construction_work_zone_ordinance.pdf)) and Map ([https://www.auburnnh.us/sites/g/files/vyhli2751/f/file/traffic\\_control\\_in\\_construction\\_work\\_zone\\_map.pdf](https://www.auburnnh.us/sites/g/files/vyhli2751/f/file/traffic_control_in_construction_work_zone_map.pdf)).

### **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 September 28, 2020 and the Contractor shall propose whether the work will be performed in 2020 or the spring of 2021. 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 AND REPRESENTATIVE SAMPLE FIXTURES**

Bidders must provide three (3) references for similar projects completed by the Contractor within the past three (3) years. The bidders shall also list locations of similar operating LED fixtures as proposed for Auburn to enable the inspection of such lights.

## **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, September 9, 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](mailto:townadmin@townofauburnnh.com)

**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 into 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
71	47					
10	161					
1	151					
1	48					

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: \_\_\_\_\_

Town of Auburn Rate EOL 8000957-01 Hooksett AWC		
NUMBER		
OF	RATE	SIZE
FIXTURES	CLASS	CODE
57	82	47
10	82	161
1	82	151
1	82	48
69		

Town of Auburn Rate EOL 8000957-03 Derry AWC		
NUMBER	RATE	SIZE
OF	CLASS	CODE
FIXTURES		
	82	47
13		

Rate	Light Size	Street Name	Install Date	Pole Number	LED Wattage
82	047	AUBURNDALE RD	9/7/2000	15/225	
82	047	AUBURNDALE RD	9/7/2000	15/228-1	
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	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	
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	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	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	

Rate	Light Size	Street Name	Install Date	Pole Number	LED Wattage
82	047	BUNKER HILL RD	9/7/2000	2/44	
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	NUTT RD	9/7/2000	64/4	
82	047	PINGREE HILL RD	9/7/2000	34/27Y	
82	047	PINGREE HILL RD	9/7/2000	34/44	
82	047	WILSON CROSSING RD	9/7/2000	8/ 4	
82	047	WILSON CROSSING RD	9/7/2000	8/26	

# PROPOSAL

Renew Crew of Southern New Hampshire  
13 Alyssa Drive  
Derry, NH 03038  
(603) 865-7662  
renewcrewclean.com



## Billing/Service Address

Bill Herman  
Town of Auburn  
47 Chester Rd  
Auburn, NH 03032  
(603) 483-5052 111

Date	June 15, 2020
Total	\$750.00

This proposal expires on 9/13/2020

## NOTES

Below quotes are to use the water supply at each building. Should Renew Crew need to provide water an additional fee will be charged. Both quotes are for light cleans to not disturb paint. Some paint will come off during clean and not all dirt may come off.

This proposal contains 2 options. Be sure to click the checkboxes below for the options you want to include.

Item	Description	Extended
Clean Only	Clean only.	\$0.00
<input type="checkbox"/> Griffin Library		\$350.00
Siding (wood)	Lightly clean wood siding around library and small house. Lightly clean entryway and steps.	\$350.00

<input type="checkbox"/> Auburn Town Hall		\$400.00
Siding (wood)	Lightly clean wood siding around town hall, ramp, rails and lattice work.	\$400.00
	Base	\$0.00
	Griffin Library	\$350.00
	Auburn Town Hall	\$400.00
	Subtotal	\$750.00
	Tax	\$0.00
	Total	\$750.00

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.

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

**7:00 PM**

**Selectmen Present:** Keith Leclair, Todd Bedard and Michael Rolfe

**Others Present:** Fire Chief Michael Williams, Police Chief Ray Pelton, 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 Accounts Payable Manifest for the Week of July 27, 2020 - \$23,232.50**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of July 27, 2020 in the amount of \$23,232.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Bedard – aye, Mr. Leclair – aye, Mr. Rolfe – abstain. The motion passed 2-0-1.*

**Approval of Payroll Manifest for the Week of August 3, 2020 - \$51,599.04**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of August 3, 2020 in the amount of \$51,599.04. 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 August 10, 2020 - \$21,907.50**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 10, 2020 in the amount of \$21,907.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Bedard – aye, Mr. Leclair – aye, Mr. Rolfe – abstain. The motion passed 2-0-1.*

**Approval of Accounts Payable Manifest for the Week of August 10, 2020 - \$1,705,500.68**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 10, 2020 in the amount of \$1,705,500.68. 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 August 10, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of August 10, 2020 some of which included: one (1) Notice of Intent to Cut Wood or Timber for By-Pass 28, Correspondence – Update to Abutters to Griffin Mill Bridge Project and six (6) Pistol/Revolver Licenses.

*Mr. Bedard motioned to approve the Consent Agenda for the week of August 10, 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 July noting 46 calls for service. Chief Williams noted calls related to COVID have kept the Department busy, but the volume of calls has stabilized. A couple of members were tested. The Station 2 renovations are underway. Officers were busy fixing holes in the wall before painting. Monthly Fire training had a good attendance. Per diem staffers have been busy and the shifts are being filled. The boat was removed from the water as the lake level has dropped.

Chief Williams indicated Captain Saulnier has been working on updating Appendix F to the Town ordinance and inquired about the process. Mr. Herman indicated he would need to be in touch with the Planning Board to determine deadlines as the regulations are part of the Town's Zoning Ordinance which would require any changes to be proposed by the Planning Board and ultimately approved by the voters at a March voting.

Chief Williams reported hydrant testing was done and cisterns and dry hydrants passed and have been painted.

Chief Williams indicated Lieutenant Glennon's last day was August 3rd. Aerial cradle guides on the ladder truck were replaced. Annual hose testing was done and some failed. Lieutenant Sullivan is working on replacing AED which no longer meet CPR requirements.

Mr. Leclair asked if the vacancy has been posted? Chief Williams reported it has been posted for over a week now and has had three or four applications. Mr. Leclair asked if any of those were internal and Chief Williams indicated there was one.

## **Town Response to COVID-19 and State of Emergency Declaration**

### **General Update on Town Issues**

Chief Williams and Chief Pelton indicated PPE is in good supply and numbers of positive cases are decreasing. All else appeared to be quite with respect to Covid issues.

### **New Business**

#### **Household Hazardous Waste Collection – October 3<sup>rd</sup>**

Mr. Herman indicated there will be a Hazardous Waste Collection event in Raymond on October 3<sup>rd</sup> from 8 AM to 12 PM with the towns of Auburn, Raymond, and Nottingham.

#### **Update of Highway Block Grant Funds – FY 2020 and FY 2021**

Mr. Herman provided a Memorandum dated August 4, 2020 relative to the FY 2020 and FY 2021 Highway Block Grant Aid and copy of a letter from the NH DOT dated July 30, 2020.

Mr. Herman noted the State operates on a different fiscal year than the Town does. The funding within the State's fiscal year is for the last half of Auburn's fiscal year and the first half of next fiscal year. Ms. Frisella advises Auburn will have received approximately \$163,000 for Highway Block Grant aid in FY 2020 compared with \$167,350 received in FY 2019 – so nearly level funded.

Mr. Herman reported the next budget year, FY 2021 will realize the impact of the downed economy and COVID pandemic. Auburn will realize a significant drop in 2021 to approximately \$128,500 – a reduction of nearly \$40,000.

### **Appointment of Southern NH Planning Commission Representatives**

Mr. Herman provided the Board with a Memorandum dated August 6, 2020 relative to appointing representatives to the Southern New Hampshire Planning Commission.

Mr. Herman indicated the Planning Board voted at their August 5, 2020 meeting to recommend the re-appointment of Paula Marzloff and William Herman as full members and to recommend appointment of Jeff Porter as an alternate. The terms would be through June 30, 2024.

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

### **Sale of Surplus Vehicles – August 19<sup>th</sup> Online Auction**

Mr. Herman reported the two surplus police vehicles have been listed online at [www.govplanet.com/government/surplus](http://www.govplanet.com/government/surplus) for public auction to be completed on August 19, 2020. With the regular State Surplus Auction not being held this year, the Town decided to list them online which other communities have successfully done. The two Ford Taurus Interceptors have already had people bidding on them from all over the country. The company sent someone out to take all the pictures and write up the listing on the vehicles. There is an 85/15 split on the sale price with the auction service, and a 10% transaction fee assessed to the buyer, which is also split with the Town 85/15. Mr. Herman estimates the Town would receive approximately 93% of the sales price once the transaction is complete.

### **Resignation of Town Employee**

Mr. Herman provided the Board with a copy of the resignation letter of Mike Dobmeier from Parks & Recreation dated August 10, 2020 which he indicated was effective as of this morning. Mr. Leclair noted he was employed with the Town for nine years.

***Mr. Bedard motioned to accept the resignation of Mike Dobmeier. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair indicated Zach Eaton is helping with trash this week and Dave Sylvia will help next week. Mr. Bedard indicated he communicated with Mrs. Lachance this morning to tweak the job description.

### **Old Business**

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

Mr. Herman indicated the general renovations have been covered by the CARES Act and, as an extension of that effort, he felt the diesel exhaust should be covered also. Mr. Herman advised Auburn has been allocated \$132,000 under the CARES Act and approved expenses to date are approximately \$72,000.

Chief Williams indicated he was in favor of the Airvac System given the limited use at Pingree Station. Chief Williams indicated the Plymovent System used at the Safety Complex was not

without maintenance and ongoing expense. Boots get ripped off and computers are affected by lightning storms. Those expenses come out of annual maintenance.

***Mr. Bedard motioned to purchase the Airvac System for Pingree Hill Fire Station recommended by the Auburn Fire Department. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Generator Repair or Replacement for Pingree Hill Station**

Chief Williams provided a quote from Gemini Electric. Mr. Leclair noted the quote was extremely detailed. The system is liquid cooled and was fueled by propane. A second quote was also received from The Generator Connection in Barrington. The two quotes were within \$260 of each other. Mr. Herman recommended the proposed expense be covered through the \$28,000 capital appropriation in the FY 2020 Town budget.

***Mr. Bedard motioned to approve the replacement of the generator per the estimate provided by Gemini Electric as Option #1 for \$18,157. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Dehumidifier System for Pingree Hill Station**

Mr. Leclair indicated Mr. Eaton had recommended a dehumidifier be installed as he observed moisture on the floor and a musty smell. Mr. Rolfe asked how it would be paid for and Mr. Herman indicated it would be taken out of the same capital appropriation line, leaving a balance of \$8,693.

***Mr. Bedard motioned to purchase the dehumidifier system per the quote provided by AAA Energy in the amount of \$1,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams reported the cost of the stove and refrigerator for Pingree Hill station was \$1,913, while the microwave was \$358. The stove, refrigerator and microwave were delivered on August 8<sup>th</sup>, and the microwave will be wired on August 11<sup>th</sup>.

Mr. Leclair advised Mr. Eaton also brought in a proposal for replacement of 10 windows at Pingree Hill station for \$7,500. Mr. Eaton indicated it was a safety issue as he observed the top sash come crashing down and crush the plastic inbox which was holding it open. Mr. Leclair, Mr. Rolfe and Mr. Bedard were uncomfortable with the quote and each Board member will reach out for another quote. The item will be on the agenda for the next meeting.

#### **Request to Upgrade Police Department Camera System**

Chief Pelton provided the Board with a letter dated July 16, 2020 requesting authorization to expend \$7,696.92 from the Police Detail account to upgrade the police department camera system. Chief Pelton explained this would tie in with the upgrade to the front camera and locking device for the front door which the Board previously approved. The quote includes a hard drive so there are no additional Cloud storage costs. The cost of the hard drive is cheaper than the Cloud storage. Prices are being obtained from other vendors.

Mr. Leclair indicated the security cameras have not been done at Wayne Eddows fields yet and ProTechnologies of Hooksett had been recommended by Officer Cashman.

Mr. Herman asked how long the feed was required to be stored. Chief Pelton indicated it is a 90-day loop. If a recording is needed, the file will be saved beyond that time frame.

***Mr. Bedard motioned to authorize the expenditure of \$7,697 from the Police Detail account to upgrade the Police Department camera system. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Insulation Project – Safety Complex**

Mr. Leclair reviewed the quote provided by Builders Installed Products for insulation at the Safety Complex and questioned the other charges on Page Two including \$3,000 for removal & disposal of old insulation and two other charges for the roofline barrier and summer foam, \$5,925 and \$6,795.

Mr. Herman can get clarification on the extra charges. Mr. Rolfe noted he can get another quote. Mr. Leclair will make sure the other items are needed. Mr. Bedard will also work on another quote.

#### **Update on Griffin Mill Bridge Funding**

Mr. Herman indicated he connected with NHDOT and confirmed the availability of the Griffin Mill Bridge project funding with the State is available in State FY 2023 (July 1, 2022 to June 30, 2023). The work should go to bid in the fall or early winter of 2022, with construction scheduled in the spring of 2023. The Board signed letters to the two abutters to provide an update and to request a meeting be scheduled.

#### **Request for Proposal for LED Street Light Conversion**

Mr. Leclair questioned whether the Request for Proposal (RFP) should go out rather than delaying the work to add and subtract individual fixtures. Mr. Bedard indicated someone would likely be unhappy if fixtures were removed. A suggestion had been received to add a fixture at the intersection of Bunker Hill and Gardiner Roads, but the Selectmen were not inclined to do so. Mr. Leclair would like the RFP to include specifics on brightness and color and fixture design and be able to see a sample first. Mr. Bedard noted you can view the styles and design specifics on the website. Mr. Rolfe questioned how to write up the proposal? Mr. Herman reported there were five companies provided by PSNH who have worked through their program in the past, and one more provided by Mr. Bedard, so the Town can send the RFP to six firms.

Mr. Herman reported Eversource had been in contact with him to report a fixture at the intersection of King Street and Rockingham Road has no designated ownership. The utility is asking if the Town wants to accept it as theirs, which would result in the Town being billed for the past six months or the utility will disconnect the light. Chief Pelton and Chief Williams indicated it is probably needed at that location, and the Board agreed to accept it as a Town streetlight.

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

Mr. Bedard indicated Parks & Recreation met and reviewed the budget proposal for FY 2021. Security Cameras at Wayne Eddows were discussed with whether to use Comcast or a hard drive system. Summer Concerts at Wayne Eddows and Circle of Fun were discussed. The Senior Barbeque this past weekend was a big success. The need for No trespassing and

Closed after 9 PM signs are needed at the field to enforce the earlier violation. Fertilizer and weed control issues were discussed and mosquito spraying.

Mr. Rolfe indicated Planning Board has had two requests for cluster buffer reductions, with one being approved and the other being asked to come back with a specific plan. The SNHPC representatives were voted on. And an initial proposal for a 55 and over housing development was discussed. He indicated a total of 83 homes is being put together will reflect a four percent increase in the Town's valuation when done.

Mr. DiPietro noted Highway Safety is on vacation until September. He indicated Depot Road was discussed at their last meeting. Mr. Leclair indicated discussions with Manchester Water Works are underway.

## **Other Business**

### **Pingree Hill Drainage Project**

Mr. Leclair asked if the resident had discussed his concerns with the Road Agent directly? Mr. Herman indicated he does not believe so. Two individuals had either come in to see and/or emailed the Building Inspector or himself, and then addressed a letter to the Board of Selectmen. Mr. Leclair and Mr. Rolfe both noted the individuals had not given the Road Agent an opportunity to address their concerns and recommended the potential onsite meeting be with just the Road Agent and Stantec to address the resident's concerns.

### **Next Meetings/Events**

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

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

## **Minutes**

- July 27, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the July 27, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- August 3, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the August 3, 2020 Non-Public Meeting. Mr. Rolfe 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)**

Employment Anniversary/Compensation of a public employee

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

The meeting room was closed to the public at 8:11 PM.

***Mr. Bedard 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.***

The meeting room was reopened to the public at 8:40 PM.

***Mr. Bedard 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 step increase for the Tax Collector from a Labor Grade 8, Step 11 to a Labor Grade 8, Step 12 upon the individual's August 6, 2020 anniversary date. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Adjourn**

***Mr. Rolfe motioned to adjourn the meeting at 8:42 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary