

**Town of Auburn
Board of Selectmen
Town Hall
September 14, 2020**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of August 31, 2020 -- \$49,709.13
Approval of Accounts Payable Manifest for the Week of September 7, 2020 -- \$1,058,347.25
Approval of Payroll Manifest for the Week of September 14, 2020
Approval of Consent Agenda – Week of September 14, 2020

() Appointments with the Board

- ❖ Jerry Diorio & James Pidhurney – Pingree Hill Road Drainage Project
- ❖ Amy Lachance & Chief Pelton – “Trunk or Treat” and Halloween “Trick or Treat”

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

General Update on Town Issues
GOFERR and Elections Funding – CARES Act

() New Business

Camera System – Eddows Recreational Field
NHDES Recommendation for Municipal-wide Lawn Watering Restrictions
HealthTrust FY2020 Return of Surplus
New Hampshire 10 Miler Road Race – August 28, 2021
Federal Allowance of Deferment of Payroll Taxes

() Old Business

Insulation Project – Safety Complex
Update of Sale of Surplus Vehicles
LED Street Light Conversion Project – Bid Canvas Report
Town Hall Tree Removal / Replacement
Recreation Storage Building

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Saturday, September 26, 2020 – E-Waste Collection Event – 9 AM to 2 PM
Monday, September 28, 2020 – Board of Selectmen’s Meeting – 7:00 PM
Monday, October 5, 2020 – Board of Selectmen’s Meeting – 7:00 PM

() Minutes

- August 24, 2020 Public Meeting

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

Employee Performance Review / Compensation of a public employee

() Adjourn

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

From: Jerry <jfdbuilder@comcast.net>
Sent: Monday, August 24, 2020 11:02 PM
To: Bill Herman <townadmin@townofauburnnh.com>
Cc: 'James Pidhurney' <jpidhurney@gmail.com>; 'Dan Tatem' <dan.tatem@stantec.com>; jamesdean537@comcast.net
Subject: RE: Drainage project, Pingree Hill

Mr. Herman,

Thank you for allowing Mr. Dross and Mr. Tatem to meet with us today to review our concerns with the Pingree Hill Drainage Project. The concerned neighbors that attended were myself, James Dean and James and Amy Pidhurney. I know others wanted to attend but were unable due to work commitments. Mr. Tatem is knowledgeable and gave much insight. Mr. Dross has years of experience. I opened by stating my disappointment that the Selectmen or you were not present. Mr. Dross stated that these issues must work their way up the chain of command. OK. As I continue through this memo, there will be areas I wish to go further up the chain of command.

Here's the discussion on each point:

1. **Worker Safety.** As important as this is, I explained it was low on our list. All of the workers are adults and able to assess the risk themselves. Although Mr. Dross might be exempt from OSHA requirements, all of the other workers are private subcontractors and thus in violation of OSHA safety requirements. Mr. Dross agreed with this and said he would take full responsibility for everyone's safety. With an assurance like that, no sense me worrying about it. You won't hear from me again on this point.
2. **Compaction.** Mr. Tatem shed much light on this. Had there been plans, I would have realized his methodology earlier. The trenches were dug 6' to 8' deep. I agree generally no need to compact the pipe or surrounding stone. That takes up about 2' to 2'-6" of the bottom of trench, so the uncontrolled fill is approx. 5' to 6' deep. Further, Mr. Tatem stated that 3' of existing and filled material would be removed from the entire roadway, curb to curb and the entire length of the project and replaced with well compacted good draining materials, sand, and varying compositions of gravels. If this happens as explained, we're now talking about 2' to 3' of uncontrolled fill in the trenches which should compact "pretty well" with multiple passes of the correct equipment. Replacing this extreme amount of material is a good thing, but based on the current progress will take an extreme amount of time. If this happens as explained, you won't hear from me again on this point.
3. **Public Safety.** We are clearly at an impasse on the issue of C-throat catch basins in this neighborhood. These structures pose an extreme hazard to children and pets and there's no way they can be allowed. There's no compromise from the citizens on this point.

- a. That Mr. Dross "has been Road Agent for 14 years and done a great job" isn't reason to use these.
- b. That Mr. Dross "has 40 years' experience" isn't reason to use these.
- c. That "we have these all around town" isn't reason to use these.
- d. That "we've never had a problem" isn't reason to use these.
- e. That "there's only 14" of standing water in the bottom of these structures" isn't reason to use these. (you can drown in 1" of water)
- f. That Mr. Tatem "has 7 children" isn't reason to use these.
- g. That "these are the best solution" (not the only solution) isn't reason to use these.
- h. That "children should be trained not to go near these" isn't reason to use these.
- i. And the list of reasons we were given that these are OK goes on...

What's the next step in getting the decision makers to hear the problem and let common sense prevail? This one isn't going away until there is a safe solution. Can this please be put on an agenda for an upcoming meeting?

- 4. **Control.** The reason we were given for no EOR on this project and no professional control was that Mr. Dross, along with minimal input from Stantec put together the plans (?), sized everything, etc. This method apparently was agreed upon previously based on Mr. Dross's years of successful projects in town and how cost efficient it would be. I still can't say I personally agree with this decision or those reasons, but the horse is out of the barn and it's kind of late now. I truly hope more consideration is given to professional involvement on future projects. Begrudgingly, you won't hear from me again on this point.
- 5. **Schedule, type of project delivery and costs.** Like item #4 above, I can't agree on how this is being undertaken. Mr. Dross explained that he had a \$420,000 (+-) budget to do this project, nothing more. He also said this was a 2-3 month project, plus time for any other town projects that must be given prompt attention. We're almost on 2 months now with much work to complete, especially given the entire road will get 3' hogged out and replaced. Hope we get binder, curbing and curbing back-up before snow. I agree that waiting a season until 2021 to shim and do final pave is a good idea. Again, time is money. When this project is complete, please know I'll be asking to see all associated costs to the town with appropriate back up. Until then, you won't hear from me on this point.

In summary, we need satisfactory resolve to item #3 Public Safety. All other items whether we agree or not aren't of that importance. We look forward to your direction and remain convinced that proper decisions will be made.

Best,
Jerry Diorio



Estimate/Schedule of Protection

Pro Technologies - Safety, Security & Comfort, LLC

1191 Hooksett Road

Suite 3

Hooksett, NH 03106

Date	Estimate #
8/25/2020	9146

Name / Address
Wayne Eddows Soccer Field Keith LeClair Pricilla Lane Auburn, NH 03032

Ship To

Item	Description	Qty
PTN42B2P6	The following is recommended for the installation of cameras for your sports fields: PTN42B2P6 Lite Series 4K 8 channel NVR with 6 TB Hard drive, 8 ports of PoE, up to 8 Megapixel resolution for Preview and Playback. HDMI and VGA video output. Alarm in/out Feature 5 Year Manufacturer Warranty. To be installed in the main field house/broadcasting booth.	1
2232GW	22' LCD High Definition Monitor. To be installed with the NVR.	1
PTN82AL32	PTN84AL32 8MP 2.8mm fixed lens. Starlight Technology for low light sensitivity, true Wide Dynamic Range, Night Vision Maximum IR LED 98'. 5 Year Manufacturer Warranty. To be installed in the following locations: 1) Under the deck viewing the entry doors, under deck area and surrounding areas. 2) West side of the building viewing the west ball field, entry sidewalk and toward the parking lot. 3) West side of the building viewing the west ball field and northern direction. 4) South side of the building viewing the southeast ball field. 5) Southeast corner of the building viewing the northeast ball field.	5
PFB203W	Wall Bracket for 8mp Camera.	4
CAT5EDBRLBK	CAT5E Direct Burial 1000' Reel. Black. To be used in outdoor areas under the deck.	0.5
Electrical Boxes, Conduit, a...	Electrical Boxes, Conduit, and Fittings necessary to complete the installation	3
Labor	Labor required for the installation of the above listed devices and instruction on use of the system: SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$3987.89 This system is ready for remote viewing but will not have internet access at this time. If internet access is added to the building the NVR will be remotely managed. There are no monthly fees for this camera system. Optional Pole Cameras:	16

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

Total

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

Signature



Estimate/Schedule of Protection

Pro Technologies - Safety, Security & Comfort, LLC

1191 Hooksett Road

Suite 3

Hooksett, NH 03106

Date	Estimate #
8/25/2020	9146

Name / Address
Wayne Eddows Soccer Field Keith LeClair Pricilla Lane Auburn, NH 03032

Ship To

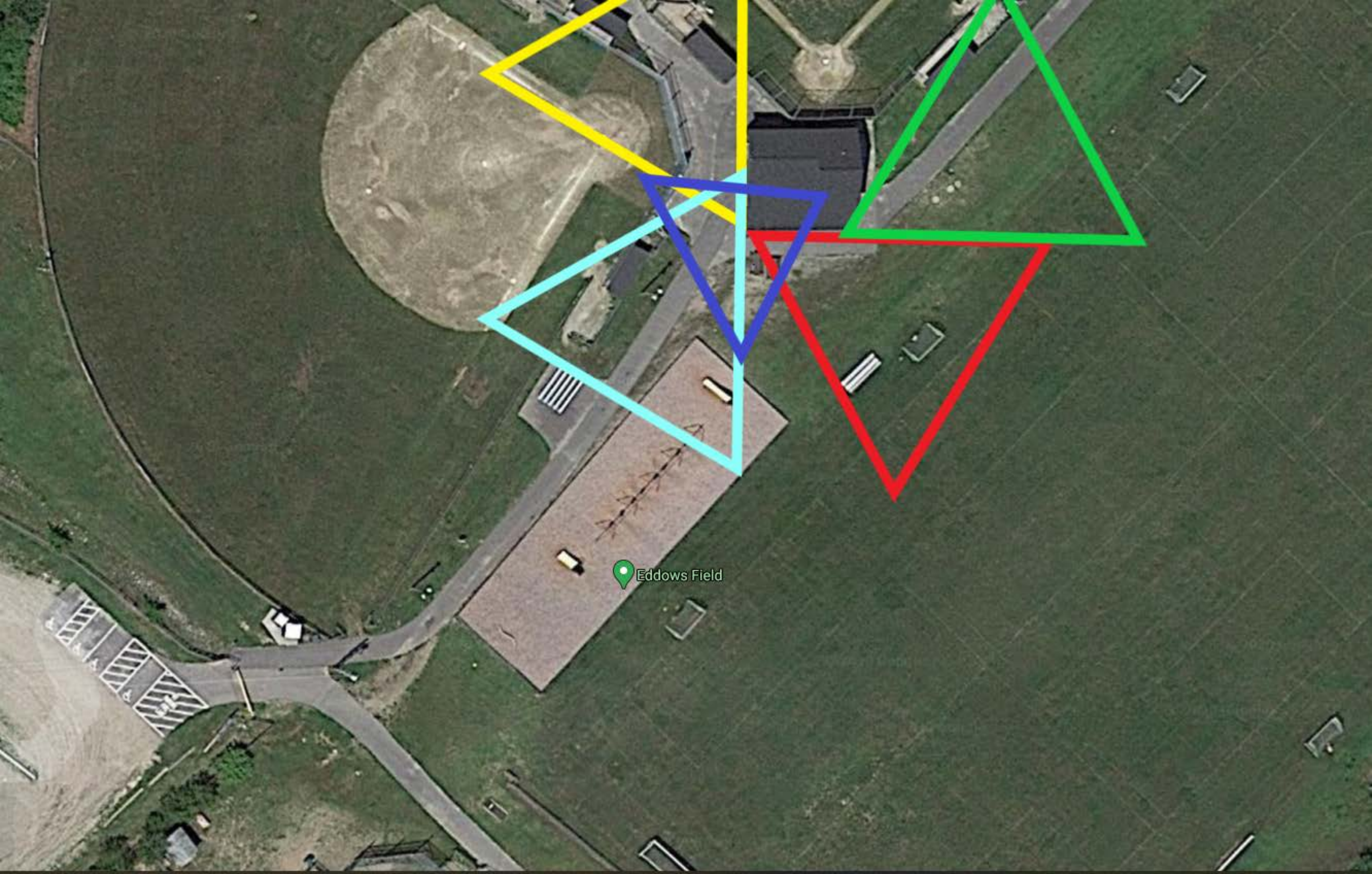
Item	Description	Qty
PTN82AL32	PTN82AL32 8MP Dome Camera 2.8mm fixed lens. Starlight Technology for low light sensitivity, true Wide Dynamic Range,. Night Vision Maximum IR LED 98'. 5 Year Manufacturer Warranty. To be installed in the following locations: Pole mounted near the parking lot for viewing all parking lot activities.	0
PFB203W	Wall Bracket for 8mp Dome Camera.	0
CAT5E Outdoor Aerial Wire	CAT5e Outdoor Aerial Wire with Messenger. 1000' spool	0
Electrical Boxes, Conduit, a...	Electrical Boxes, Conduit, and Fittings necessary to complete the installation.	0
Labor	Labor required for the installation of the above listed devices and added to your new camera system:	0
	SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$1084.98	
	if added alone, \$709.98 if added with second camera at this location. This camera is not included in the total cost listed below.	
PTN82AL32	Additional Pole Camera for viewing the southwest field: PTN82AL32 8MP Dome Camera 2.8mm fixed lens. Starlight Technology for low light sensitivity, true Wide Dynamic Range,. Night Vision Maximum IR LED 98'. 5 Year Manufacturer Warranty. To be installed in the following locations: Pole mounted near the parking lot and viewing the southwest ball field.	0
PFB203W	Wall Bracket for 8mp Dome Camera.	0
CAT5E Outdoor Aerial Wire	CAT5e Outdoor Aerial Wire with Messenger. 1000' spool	0
Labor	Labor required for the installation of the above listed devices and added to your new camera system:	0
	SUBTOTAL FOR THE ABOVE LISTED EQUIPMENT AND LABOR: \$709.98	
	This camera is not included in the total cost listed below.	

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

Total \$3,987.89

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

Signature _____



Eddows Field

Bill Herman

From: Herbold, Stacey <STACEY.P.HERBOLD@des.nh.gov>
Sent: Thursday, September 10, 2020 3:57 PM
Subject: Drought Update

Dear Municipal Contacts: (Please forward to governing board.)

According to the U.S. Drought Monitor, since last week there has been no improvement of drought conditions and the small percentage of the state that was not experiencing drought now is, meaning 100% of the state is now experiencing drought. All of Rockingham County, the majority of Strafford and Merrimack County, and parts of Grafton, Belknap, and Hillsborough County are categorized as experiencing "severe drought" (D2). The remainder of the state is experiencing "moderate drought" (D1). Despite the Monthly Drought Outlook predicting drought improvement this month, over the next 14-days, forecasts and predictions indicate that while drought conditions will not likely worsen, widespread improvement of conditions is unlikely. The southern portion of the state will see some scattered showers today and scattered showers are forecast across the state on Sunday. Temperatures will be in the 60s and 70s.

NHDES is urging municipalities in areas experiencing drought to implement municipal-wide lawn watering restrictions as authorized by RSA 41:11-d, which allows municipalities, including village districts, to restrict lawn watering activities on private well owners and community water systems within municipal boundaries. Water supply shortages are more common during severe drought, especially when conservation measures have not been taken during moderate drought. Curbing lawn water usage is imperative to sustaining supplies. NHDES is also working with public water suppliers to implement restrictions. To date, 151 water systems serving a total of 311,000 people and four municipalities with a total population of 35,500 have implemented outdoor water use restrictions. See the Restriction List and Map for names of systems and municipalities implementing restrictions and a map of drought conditions by municipality.

See Drought Guidance for Municipalities for guidance on adopting a lawn water restriction, public messaging, and providing emergency water supplies to the public.

Please report restrictions to NHDES for posting on the NHDES website using the Restriction Reporting Form. Please also inform residents to report residential well shortages using the Residential Well Impact Survey form. NHDES will track well impacts so as to provide current information on drought impacts in your region.

Drought Update:

According to the U.S. Drought Monitor released this morning, 28% of the state is categorized as "severe drought" (D2) and 72% of the state is categorized as "moderate drought" (D1).

Tip* The restriction map includes town boundaries and drought categories, making it easy to identify if your municipality is experiencing drought.

All counties are experiencing a 90-day precipitation departures. Departures range from -1.74" in Coos County to -4.47" in Rockingham County (<https://w1.weather.gov/data/TAR/ESPTAR>).

The majority of the state is experiencing below normal to low groundwater levels. For more information, see the New Hampshire Groundwater Level Monitoring Report for August 2020. Reports are released monthly.

Forecast and Outlooks:

The short term forecast calls for scattered showers in southern NH today and scattered showers across the state on Sunday. Starting tomorrow, temperatures will be cooler, staying in the 60s and 70s (NOAA National Weather Service).

The 8-14 day outlook tilts slightly toward above normal precipitation and temperatures.

The U.S. Monthly Drought Outlook favors drought conditions to remain, but improve in the portion of the state of experiencing "severe drought" (D2). Drought amelioration is likely in the remainder of the state.

Stacey Herbold
Water Conservation Program
Water Use Registration and Reporting Program
NHDES Drinking Water and Groundwater Bureau
29 Hazen Drive, P.O. Box 95
Concord, NH 03302-0095
PH: (603) 271-6685
FAX: (603) 271-0656



It's a no brainer! WaterSense certified products, such as showerheads and toilets, save 20% more water than their similar counterparts and are guaranteed to perform as well or better.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41

CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-d

41:11-d Restricting the Watering of Lawns. –

- I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from any restrictions pursuant to this paragraph. Nothing in this paragraph shall limit any public water system's authority to require a reduction in demand or implementation of conservation measures in accordance with rules of the department of environmental services.
- II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.
- III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

Source. 2007, 218:1, eff. Aug. 24, 2007. 2019, 213:1, eff. Sept. 10, 2019.



Drought Guidance for Municipalities

Persistent drought conditions in New Hampshire often lead to residential well failures and put stress on public water system supplies. Municipalities have an important role to play in mitigating drought impacts. Actions a municipality may take include the below:

- Implement outdoor water use restrictions.
- Establish an emergency location where residents may access water.
- Communicate with the public on drought conditions, importance of conserving water and water conservation tips.
- Provide residents relying on residential wells with information on how to address drought impacts and the contact for reporting impacts.
- Provide NHDES with information on water restrictions and emergency access locations for posting on the Drought Management Program webpage.

Below is further guidance related to the above actions, including a link to a model regulation for restricting lawn watering, emergency access well testing information, outreach materials for the public and residential well owners, a list of state contacts and a press release template.

Drought Conditions

To stay informed on the latest drought conditions and current drought-related information, go to the [NHDES Drought Management Program webpage](#).

Water Use Information

Residential water use is the largest consumptive water use in New Hampshire outside of energy production. Average indoor water use per capita in New Hampshire is approximately 63 gallons per day. In the summer, total water use increases to 93 gallons per capita per day due to outdoor water use, which can mostly be attributed to lawn watering. Some communities have a higher proportion of in-ground irrigation systems and experience doubling of water use in the summer. Restricting lawn watering and other outdoor uses can result in a significant reduction in stress on water supplies.

Authority to Restrict Lawn Watering and Other Water Restrictions

Pursuant to [RSA 41:11-d](#), municipalities and village districts have authority during a drought to adopt regulations to restrict water users, including residents and businesses, relying on their own wells or a public water system from watering lawns within municipal boundaries. The purpose of this type of restriction is to ensure the community's critical needs are met and to prevent residential wells from experiencing water shortages at the expense of another's non-essential use. Also, municipalities owning public water systems, as well as other owners of community water systems have authority to impose restrictions on customers that go beyond lawn watering. This type of restriction may not only be helpful

NHDES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2513 Fax: (603) 271-5171 TDD Access: Relay NH 1-800-735-2964

to protect a utility's supply, but also may be helpful to protect residential well supplies; therefore, coordinating with other local community water systems on implementing restrictions may be beneficial.

To look up contact information for the community water systems in your municipality, go to [OneStop](#), check the box "Public Water System," enter the municipality in the "Town" field, scroll down to "System Type" and check "Community Water Systems."

Outdoor Water Use Model Regulation

When relying on model regulations, recognize that input from water suppliers in the state and a study on water restrictions show that significant reductions in water use only occur when mandatory restrictions are implemented. Hundreds of residential wells went dry during the 2016 drought, and homeowners who retained well contractors to improve their wells experienced a significant wait as a result of increased demand for services. Implementing a mandatory restriction early on during the drought is recommended.

[Model Regulation: Municipal and Village District Lawn Irrigation](#)

Municipal water suppliers have broader authority to restrict the type of outdoor water uses that may be restricted. [Model Regulation: Public Water System Outdoor Water Use Restriction](#)

Reporting Restrictions to NHDES for Publicizing

During drought, NHDES will maintain a list of water systems and municipalities implementing outdoor water use restrictions on the [NHDES Drought Management Program webpage](#). To add your municipality to the list, please fill out the Water Restriction form on the NHDES Drought Management Program webpage. The public and the media are driven to this webpage during drought; therefore, this is an effective tool for spreading the message about water restrictions. If you have questions, email Stacey Herbold, NHDES Water Conservation Program, at stacey.herbold@des.nh.gov.

Providing Emergency Water Supplies to the Public

Municipalities may provide access to an emergency water supply for residents whose wells have been impacted by drought. Where possible, municipalities should designate a local source of water that is already associated with a state regulated public water system to ensure the water has been tested and is safe. If a source of drinking water is made available to the public that is not associated with a public water system, please contact Brandon Kernan by phone at (603) 271-0660 or via email at brandon.kernan@des.nh.gov to request well testing assistance.

Fire departments may deliver drinking water to area farms to provide water for livestock or to irrigate crops. These efforts are critical to area farmers who are struggling to grow food for and provide water to their livestock. Fire departments should not use their tanks to fill wells, nor should water from fire department tanks be used for human drinking and cooking. This activity could result in contamination of groundwater and cause people consuming the water to become sick.

Please provide the location of emergency supplies to Stacey Herbold, NHDES Water Conservation Program, via email at stacey.herbold@des.nh.gov. A list will be maintained on the [NHDES Drought Management Program webpage](#).

Message to Provide to the Public

The [NHDES Drought Management Program webpage](#) includes the status of current drought conditions and includes the below guidance documents:

- [Drought Guidance for the Public](#)
- [Drought Guidance for Homeowners on Residential Wells](#)
- [Drought Guidance for Public Water Systems](#)

During a drought, municipalities and NHDES often receive calls from concerned citizen related to observing water users, such as water tanker trucks, withdrawing water from surface waters. To help address these questions, see the fact sheet, [WD-DWGB-1-17 Intermittent Water Withdrawals from Surface Waters](#). In summary, the activity is legal if certain conditions are followed.

Contacts:

Emergency Access Well Testing: Brandon Kernen brandon.kernen@des.nh.gov (603) 271-0660

Fire Danger (NHDRED): Brian Thibeault (603) 223-4289

Large Public Water System Water Shortages: Rick Skarinka richard.skarinka@des.nh.gov (603) 271-2948

Lake Levels: Jim Gallagher james.gallagher@des.nh.gov (603) 271-1961

Press Inquiries: Jim Martin james.martin@des.nh.gov (603) 271-3710

Residential Wells: Abby Fopiano abigail.fopiano@des.nh.gov (603) 271-1974

Small Public Water Systems Water Shortages: Shelley Frost shelley.frost@des.nh.gov (603) 271-2949

Stream Flows: Ted Diers ted.diers@des.nh.gov (603) 271-3289

Surface Water Withdrawals: Greg Comstock gregg.comstock@des.nh.gov (603) 271-2983

Water Restrictions, Emergency Water Access Locations, Lawn Watering and Water Restriction Ordinances, Water Efficiency: Stacey Herbold stacey.herbold@des.nh.gov (603) 271-6685

Model Press Release for Restriction Pursuant to RSA 41:11-d

MUNICIPALITY NAME Implements Outdoor Lawn Watering Ban and Asks Residents to Conserve Amid Persistent Drought Conditions

Pursuant to RSA 41:11-d, MUNICIPALITY NAME has implemented a lawn watering restriction and is requiring all residents and businesses, including those on public water systems and private wells, to stop watering lawns. While drought conditions persist, your cooperation is needed to ensure the critical needs of the community are met, such as fire supply, and to prevent non-essential water use from

impacting the supplies of residents on private wells. Until further notice, please cease watering lawns and take actions to reduce other non-essential water uses, such as washing cars and power washing.

While curbing outdoor water use is the current focus, there are also many opportunities indoors to use water more efficiently. Indoor use can be cut by 20% or more by turning off faucets while washing dishes and hands, only washing full loads of laundry, and taking shorter showers, as well as by replacing old showerheads, toilets, sink aerators, and washing machines with EPA WaterSense and Energy Star® certified products. Also, repairing running toilets can save hundreds of gallons a day. For current drought information and water efficiency fact sheets including efficiency tips, go to the Drought Management webpage at www.des.nh.gov.

Revised: April 2020



Municipal and Village District Lawn Watering Restrictions During State or Federally Declared Droughts

During previous droughts, municipalities and the State recognized that residential wells went dry while lawn watering continued nearby. Despite the impacts on these residential wells, there was no clear process to curtail lawn watering. In 2007, the legislature adopted RSA 41:11-d, authorizing municipalities, including village districts, to adopt regulations to restrict residential lawn watering within its political boundaries if administrative agencies of the state or federal government declared a drought condition for that region of the state (see Appendix A). In 2019, the legislature amended RSA 41:11-d, authorizing municipalities to adopt regulations to restrict residential lawn watering as well as lawn watering by other water users, such as commercial businesses and institutions. The authority of the statute extends to homeowners and other water users on private wells as well as customers receiving water from a public water system within the municipality's political boundaries. (Per RSA 38:26, municipalities and village districts that manage public water systems have broader authority to limit customer water use. See "[Implementing Water Use Restrictions at Public Water Systems](#).")

The steps to adopt a lawn watering restriction pursuant to RSA 41:11-d include:

- Verify that a state or federal government agency has declared a drought for the region. The easiest way to determine if a drought has been declared in your area is to visit the [NHDES Drought Management Program homepage](#).
- The governing body drafts the regulation specifying how, where, when, and to what extent the lawn watering restriction applies and what the penalty for violating the restriction will be. The governing body may enforce the lawn watering restriction by imposing fines in accordance with RSA 625:9 and RSA 651:2. See the model regulation, below.
- The regulations or a summary of the regulations, indicating where the full text of the regulations can be viewed, is posted in a paper of general circulation in the municipality and in at least two public places. The regulations may be implemented three full calendar days after posting, not including the day of posting. (Ex. If the regulation is posted on Tuesday, it cannot be implemented until Saturday.)

Municipality: *City, town, unincorporated town, unorganized place, or village district within the state.* (RSA 38:1(III)) **MODEL REGULATION FOR LAWN WATERING RESTRICTIONS**

ARTICLE __: LAWN WATERING RESTRICTIONS

I. PURPOSE

NHDES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2513 Fax: (603) 271-5171 TDD Access: Relay NH 1-800-735-2964

To protect public health and safety by restricting the use of water from private wells or public water systems for lawn watering during a state or federally declared drought.

II. AUTHORITY

The provisions of this regulation are adopted pursuant to RSA 41:11-d, Choice and Duties of Town Officers. (See Appendix A, Relevant Sections of State Law)

III. APPLICABILITY

The requirements of this section shall apply immediately after the public notice period described in Section VII to all outdoor lawn watering within *Insert name of town, city, village district* when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought.

IV. DEFINITIONS

- A. Drought:** A sustained and regionally extensive occurrence of appreciably below average natural water availability in the form of precipitation, stream flow or groundwater. The following resources are used by *Insert name of town, city, village district* to determine the declaration of a drought condition.
 - i. The New Hampshire Drought Management Team as designated by the New Hampshire Drought Management Plan and the U.S. Drought Monitor.
 - ii. State of Emergency declaration by the Governor's Office.
- B. Lawn Watering:** The application of water to decorative grass at a property.

V. REQUIREMENTS UNDER DROUGHT CONDITIONS

The following limits to lawn watering will apply under drought conditions. The specified levels (Level 1 through 3) will be determined by the *Insert name of local governing body* and will be included in the public notice required under Section VII of this regulation.

- A. If *Insert name of town, city, village district* issues a Level 1 restriction, then**
 - i. Lawn watering by odd numbered addresses is allowed on odd numbered days.
 - ii. Lawn watering by even numbered addresses is allowed on even numbered days.
 - iii. Lawn watering shall not occur between the hours of 8AM and 7PM.
- B. If *Insert name of town, city, village district* issues a Level 2 restriction, then**
 - i. Lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.
 - ii. Lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.
 - iii. Lawn watering shall not occur between the hours of 8AM and 7PM.
- C. If *Insert name of town, city, village district* issues a Level 3 restriction, then**
 - i. Lawn watering is prohibited.

VII. PUBLIC NOTIFICATION OF WATER USE RESTRICTION

Notification of any intention to restrict water use and the requirements associated with Section V shall be given at least three calendar days before implementation. Notice of the regulations shall be posted in a paper of general circulation and shall be posted in at least two public places. Residents are specifically requested to take notice of the markings at *Insert location(s)*.

VIII. TERMINATION OF WATER USE RESTRICTION

Public notification and termination of water use restriction shall be given in accordance with Section VII.

IX. ENFORCEMENT

Any sworn officer of the *Insert Town/City Name* Police Department is hereby granted the authority to initiate any enforcement action against any violation of the provisions of this Regulation.

X. PENALTIES

Any person failing to comply with the restrictions imposed pursuant to this Regulation shall be deemed a violation and subject to penalties pursuant to RSA 651:2.

First violation: Warning.

Second violation: *\$Insert amount* fine.

Additional violations: *\$Insert amount* to \$1,000 fine.

APPENDIX A

RELEVANT SECTIONS OF STATE LAW

RSA 41:11-d Restricting the Watering of Lawns.

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from any restrictions pursuant to this paragraph. Nothing in this paragraph shall limit any public water system's authority to require a reduction in demand or implementation of conservation measures in accordance with rules of the department of environmental services.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

RSA 625:9 Classification of Crimes.

V-a. The violation of any requirement created by statute or by municipal regulation enacted pursuant to an enabling statute, where the statute neither specifies the penalty or offense classification, shall be deemed a violation, and the penalties to be imposed by the court shall be those provided for a violation under RSA 651:2.

RSA 651:2 Sentences and Limitations.

III-a. A person convicted of a violation may be sentenced to conditional or unconditional discharge, or a fine.

IV. A fine may be imposed in addition to any sentence of imprisonment, probation, or conditional discharge. The limitations on amounts of fines authorized in subparagraphs (a) and (b) shall not include the amount of any civil penalty, the imposition of which is authorized by statute or by a properly adopted local ordinance, code, or regulation. The amount of any fine imposed on:

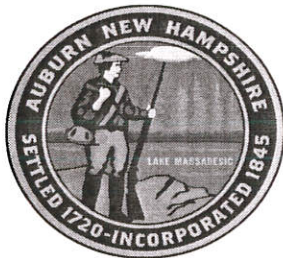
(a) Any individual may not exceed \$4,000 for a felony, \$2,000 for a class A misdemeanor, \$1,200 for a class B misdemeanor, and \$1,000 for a violation.

(b) A corporation or unincorporated association may not exceed \$100,000 for a felony, \$20,000 for a misdemeanor and \$1,000 for a violation. A writ of execution may be issued by the court against the corporation or unincorporated association to compel payment of the fine, together with costs and interest.

Revised: May 2020

Town of Auburn

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



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen


From: Bill Herman, CPM, Town Administrator

Date: September 4, 2020

Re: HealthTrust Return of Surplus for FY2020

The Town received the attached advanced notice from the HealthTrust reporting on the anticipated return of surplus for FY 2020 (coverage year of July 1, 2019 through June 30, 2020) which totals \$18,642.78 between health, dental and short-term disability coverage. This is the expected return that is subject to a final vote of approval by the HealthTrust Board of Directors on October 6th.

In the attached information from the HealthTrust, there is a breakdown of the surplus amounts including \$17,313.71 for health, \$1,036.16 for dental and \$292.91 for short-term disability.

Although this payment will be coming directly to the Town, not all of these funds are from the Town. For regular employees, the Town and employees share the monthly premium costs for health and dental insurance, and the return should be proportionally returned to both parties who paid the monthly premiums – the covered employees and the Town.

Further, not all of the health and dental insurance had payments from the Town. We have several retirees attached to the town's plan who fully cover their own costs, while another individual is covering their full cost under COBRA coverage. All of those amounts, which totals \$1,517.69, will be fully refunded to those individuals.

The short-term disability coverage is fully paid by the Town and that portion will be fully accountable to the Town.

Once we know the return of surplus amounts have been formally finalized and approved by the HealthTrust Board of Trustees and the funds are returned to the Town, the Finance Director and Finance Assistant will work to provide the return amounts to all appropriate parties.

Thank you for your consideration.

Attached



August 24, 2020

Mr. Keith Leclair
Town of Auburn
PO Box 309
Auburn, NH 03032

Dear Mr. Leclair:

On June 8, 2020, we sent you a letter about one of the important ongoing benefits of HealthTrust Membership – our annual process to determine the amount of surplus available to be distributed back to Member Groups. Typically, this process occurs in October, after acceptance of the audited financial statements by the HealthTrust Board of Directors, and we inform you at that time how much, if any, Return of Surplus your Group will receive.

The HealthTrust Board of Directors recognized, however, that during these unprecedented times, it may be of significant value to your Group to learn as soon as possible how much of a Return of Surplus is anticipated for your Group in November 2020. As a result, on Friday August 7, 2020, the HealthTrust Board adopted the enclosed resolution, which formally declared:

- 1) The amount of FY2020 Surplus it expects to distribute to Member Groups after it receives and approves the audited financial statement on October 6, 2020 to be approximately \$18.8 million;
- 2) The FY2020 Surplus is expected to be distributed to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 in proportion to each Member Groups' respective contributions for such coverages; and
- 3) **The final amount of FY2020 Surplus to be distributed will be determined after the audited financial statement is accepted by the Board of Directors on October 6, 2020, and that the final amount of FY2020 Surplus to be distributed may be more or less than the amount expected (subject to final audit results).**

Enclosed is information by coverage line regarding your Group's expected share of the anticipated Return of Surplus based on the Board's Resolution. **This information will be updated with actual final return amounts after the Board meeting on October 6, 2020 and will be sent to all Member Groups the week of October 12, 2020.** At that time, reports will be available detailing the enrollment numbers used to calculate the contributions on which the Return of Surplus was determined.

HealthTrust strives to be here for you, our Members, every day with innovative programs and services designed specifically to meet the unique and evolving needs of New Hampshire's municipalities, schools, counties, and other political subdivisions.

We remain committed to our guiding values of service, collaboration, integrity and innovation, and look forward to working on your behalf to make these challenging times just a little bit easier!

Sincerely,

A handwritten signature in blue ink, reading "Cathy Stacey". The signature is fluid and cursive, with the first name "Cathy" and last name "Stacey" clearly distinguishable.

Cathy Ann Stacey, Chair
HealthTrust Board of Directors

A handwritten signature in blue ink, reading "Wendy Lee Parker". The signature is fluid and cursive, with the first name "Wendy" and last name "Parker" clearly distinguishable.

Wendy Lee Parker, Executive Director
HealthTrust

Enclosures

Resolution to Notify Members of the Expected Distribution of Surplus:

WHEREAS, the COVID-19 pandemic and the related Stay at Home Emergency Orders have resulted in a significant reduction in HealthTrust's coverage claims during the last four months of FY2020;

WHEREAS, this reduction in claims has resulted in a projected but as of now, unaudited FY2020 total net position of approximately \$108.8 million;

WHEREAS, HealthTrust's independent consulting actuary, Milliman, using a sound actuarial methodology has recommended that as of June 30, 2020, HealthTrust set its Capital Adequacy Reserve Target at between \$90 million and \$140 million (depending on how much flexibility it has to raise rates in the future);

WHEREAS, based on the Milliman recommendation, the Board of Directors voted to set HealthTrust's Capital Adequacy Reserve Target as of June 30, 2020 at \$90 million, which results in a projected, but unaudited excess surplus for FY2020 of \$18.8 million;

WHEREAS, pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions";

WHEREAS, the amount of excess surplus that must be so returned is to be based on the year-end audited financial statement;

WHEREAS, HealthTrust's FY2020 audited financial statement will not be available prior to October 6, 2020 and once available, the audited financial statement may indicate an amount of excess surplus for FY2020 that differs from the amount of excess surplus projected at this time;

WHEREAS, HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the impacts of the COVID-19 pandemic and the resulting recession;

WHEREAS, HealthTrust's distribution of its FY2020 excess surplus distribution could assist its Member political subdivisions with these financial pressures,

WHEREAS, many of HealthTrust's Member political subdivisions will only be able to maximize the positive impact of HealthTrust's distribution of FY2020 excess surplus if they are able to account for such funds by September 1, 2020 in time for their annual filing with the Department of Revenue Administration (DRA);

WHEREAS, HealthTrust may **inform** Members of the expected FY2020 return of surplus prior to the availability of HealthTrust's FY2020 audited financial statement and in time for its Member political subdivisions to include the expected FY2020 return of surplus in their September 1, 2020 filing with the DRA; and

WHEREAS, HealthTrust will **determine the exact amount** of the FY2020 distribution of excess surplus after it receives its FY2020 audited financial statement which is anticipated to be on October 6, 2020;

NOW, THEREFORE, on August 7, 2020, the Board of Directors of HealthTrust, Inc. (the "Board") hereby adopts the following resolutions:

- I. RESOLVED, the Board, hereby declares that it expects the amount of FY2020 surplus it will distribute to Members pursuant to Section 5.1 and 5.2 of the Bylaws after it receives the audited financial statement on October 6, 2020 to be approximately \$18.8 million which it expects to distribute amongst its Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 in proportion to each Members' respective contributions for such coverages; and
- II. FURTHER RESOLVED, that prior to September 1, 2020, HealthTrust staff shall notify each Member of the amount of FY2020 surplus it is expected to receive as part the expected return of surplus together with a statement that the final amount of FY2020 surplus to distributed will be determined after the audited financial statement is accepted by the Board on October 6, 2020, and that the final amount of FY2020 surplus to be distributed may be more or less than the amount expected (subject to final audit adjustment).

Town of Auburn

Summary of Expected Return of HealthTrust FY2020 Surplus

Your Group's expected share of the anticipated FY2020 Return of Surplus amount as identified by the HealthTrust Board on August 7, 2020:

Coverage	Expected Amount
Medical	\$17,313.71
Dental	\$1,036.16
Short-Term Disability	\$292.91
	\$18,642.78

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
AUBURN	\$15,862.01
AUBURN ELECETED OFFICIALS	\$441.94
AUBURN NHRS	\$1,009.76
Medical Billing Group Total	\$17,313.71

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
AUBURN	\$970.17
AUBURN NHRS	\$65.99
Dental Billing Group Total	\$1,036.16

Detailed breakdown by Short Term Disability (STD) Billing Group:

STD Billing Group Name	Expected Amount
AUBURN	\$292.91
STD Billing Group Total	\$292.91



Millennium Running
138 Bedford Center Road
Bedford, NH 03110
www.millenniumrunning.com

September 1st, 2020

Mr. William G. Herman, Town Administrator
Town of Auburn
PO Box 309
Auburn, NH 03032
townadmin@townofauburnnh.com

Dear Mr. Herman:

What a year it has been. After the success of this year's New Hampshire 10 Miler, we have begun to plan for next year's annual New Hampshire 10 Miler Road Race. We are looking to once again have approximately 1,500 participants for what has become the premier 10-mile race in New Hampshire. Next year's event will take place on ***Saturday, August 28th, 2021.***

As normal we wanted to touch base as a matter of pre-planning, it is essential that we reach out to all parties that are affected in any way by this event. In this case, the Town of Auburn is critical for the organization and implementation of the race.

Here is a link to a map of the course that has been used for the past 10 years via the Millennium Running website:
http://www.millenniumrunning.com/wp-content/uploads/2014/09/USATF-NH10Miler_AdjustedCourseCertification_2016.pdf

As you can see, there are no course changes proposed from last year. The proposed road closures, delays, and detours that were used to ensure the safety of all participants and spectators was very successful last year. The Police and Fire Departments work hand-in-hand with Millennium Running to ensure the safety of all participants.

Please keep in mind that my hope is to create a very successful event for runners in New Hampshire and benefits some very deserving local charities. There is nothing that exists like this in the area; therefore, this is a premier event that puts a spotlight on the Town of Auburn and Lake Massabesic.

If you have any questions or concerns about this year's event, please reach out and let's discuss the potential problem areas so that once again we can showcase the beauty of the Town of Auburn and Lake Massabesic during the 11th Annual New Hampshire 10 Miler.

Respectfully submitted,

Cullen P. Madden
Sr. Event Manager, Millennium Running



Allen Mello
NH 10
MILER



Millennium Running
138 Bedford Center Road
Bedford, NH 03110
www.millenniumrunning.com

September 1st, 2020

Chief Pelton
Auburn Police Department
55 Eaton Hill Road,
Auburn, NH 03032
RPelton@TownofAuburnNH.com

Dear Chief Pelton:

What a year it has been. After the success of this year's New Hampshire 10 Miler, we have begun to plan for next year's annual New Hampshire 10 Miler Road Race. We are looking to once again have approximately 1,500 participants for what has become the premier 10-mile race in New Hampshire. Next year's event will take place on *Saturday, August 28th, 2021*.

As normal we wanted to touch base as a matter of pre-planning, it is essential that we reach out to all parties that are affected in any way by this event. In this case, the Auburn Police Department is critical for the organization and implementation of the race.

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Respectfully submitted,

Cullen Madden
Senior Event Manager, Millennium Running





Millennium Running
138 Bedford Center Road
Bedford, NH 03110
www.millenniumrunning.com

September 1, 2020

Chief Williams
Auburn Fire Department
55 Eaton Hill Road,
Auburn, NH 03032
MWilliams@TownofAuburnNH.com

Dear Chief Williams:

What a year it has been. After the success of this year's New Hampshire 10 Miler, we have begun to plan for next year's annual New Hampshire 10 Miler Road Race. We are looking to once again have approximately 1,500 participants for what has become the premier 10-mile race in New Hampshire. Next year's event will take place on *Saturday, August 28th, 2021*.

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Here is a link to a map of the course that has been used for the past 10 years via the Millennium Running website:
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Respectfully submitted,

Cullen Madden
Senior Event Manager, Millennium Running



STATE OF NEW HAMPSHIRE
Application for Parade Permit or Other
Activity Conducted on State Highway System

Today's Date: September 1, 2020

To: Department of Transportation
Transportation Management Center (attn: Janelle Marquez)
PO Box 483, 110 Smokey Bear Blvd
Concord, New Hampshire 03302-0483
Phone (603) 271-6862
Fax (603) 271-8626
Email jmarquez@dot.state.nh.us

Under provisions of RSA 286:2 and RSA 236:1, application is made for a parade / activity on the state highway system.

Indicative data is shown below:

Type of activity?

If so, what type (foot, bike, etc.)?

Will event effect highway safety?

Will highway traffic be delayed?

If so, how long?

Will highway traffic be detoured?

Name of sponsoring organization:

Mail permit to:

Phone no. where I may be reached:

Purpose of activity:

Name of Municipality:

Date of activity:

Starting and ending times:

State route(s) to be traveled:

Traffic control provided by:

Road Race

Foot

No

N/B traffic on ByPass 28 will be delayed
b/n Auburn Traffic Cir. & Spofford Rd.

N/B breakdown lane will use cones to
create runner lane.

Millennium Running LLC

Millennium Running

70 Brick Mill Rd.

Bedford, NH 03110

603-488-1186

Road Race

Town of Auburn

August 28, 2021

8:00am – 11:30am

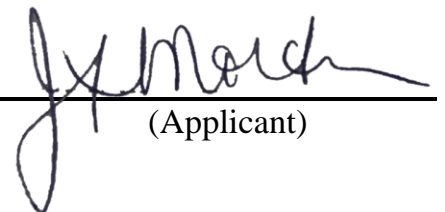
ByPass 28

Auburn Police Department

Approved by Town Officials

Selectmen / Town Manager / Police Chief
(circle one)

Signed by



(Applicant)

Please attach a simple map or sketch plotting the **start, finish, route(s) of travel, detour(s),**
and **parking area(s)** if provided.

Recommended:

District Engineer

Pedestrians' Rights and Duties

265:34 Pedestrians Subject to Traffic Signs and Regulations. A pedestrian shall obey the instructions of any traffic sign or regulation specifically applicable to him, unless otherwise directed by a police officer. Pedestrians shall be subject to traffic and pedestrian control signals as provided in RSA 265:9 unless required by local ordinance to comply strictly with such signals. At all other places, pedestrians shall be accorded the privileges and shall be subject to the restriction stated in this chapter.

265:35 Pedestrian's Right of Way in Crosswalks.

I. When traffic control signals are not in place or not in operation the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

II. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.

III. Paragraph I shall not apply under the conditions stated in RSA 265:36.

IV. Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

265:36 Crossing at Other Than Crosswalks.

I. Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon the roadway.

II. Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right of way to all vehicles upon the roadway.

III. Between adjacent intersections at which traffic control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.

IV. No pedestrian shall cross a roadway intersection diagonally unless authorized by traffic control devices; and, when authorized to cross diagonally, pedestrians shall cross only in accordance with the official traffic control devices pertaining to such crossing movements.

265:37 Drivers to Exercise Due Care. Notwithstanding the foregoing provisions of this chapter or the provisions of any local ordinance, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian or any person propelling a human-powered vehicle and shall give an audible signal when necessary and shall exercise proper precaution upon observing any child or any obviously confused, incapacitated or intoxicated person.

265:38 Pedestrians to Use Right Half of Crosswalks. Pedestrians shall move, whenever practicable upon the right half of crosswalks.

265:39 Pedestrians on Roadway.

I. Where sidewalks are provided it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway.

II. Where a sidewalk is not available, any pedestrian walking along and upon a way shall walk only on a shoulder, as far as practicable from the edge of the roadway. Where neither a sidewalk nor a shoulder is available, any pedestrian walking along and upon a way shall walk as near as practicable to an outside edge of the roadway, and if on a two-way roadway, shall walk only on the left side of the roadway.

III. Except as otherwise provided in this chapter, any pedestrian upon a roadway shall yield the right of way to all vehicles upon the roadway.

265:40 Pedestrians Soliciting Rides or Business.

I. No person shall stand on the traveled portion of a roadway for the purpose of soliciting a ride, employment, business or contributions from the occupant of any vehicle.

II. No person shall stand on or in proximity to the traveled portion of a street or way for the purpose of soliciting the watching or guarding of any vehicle while parked or about to be parked on a street or way.

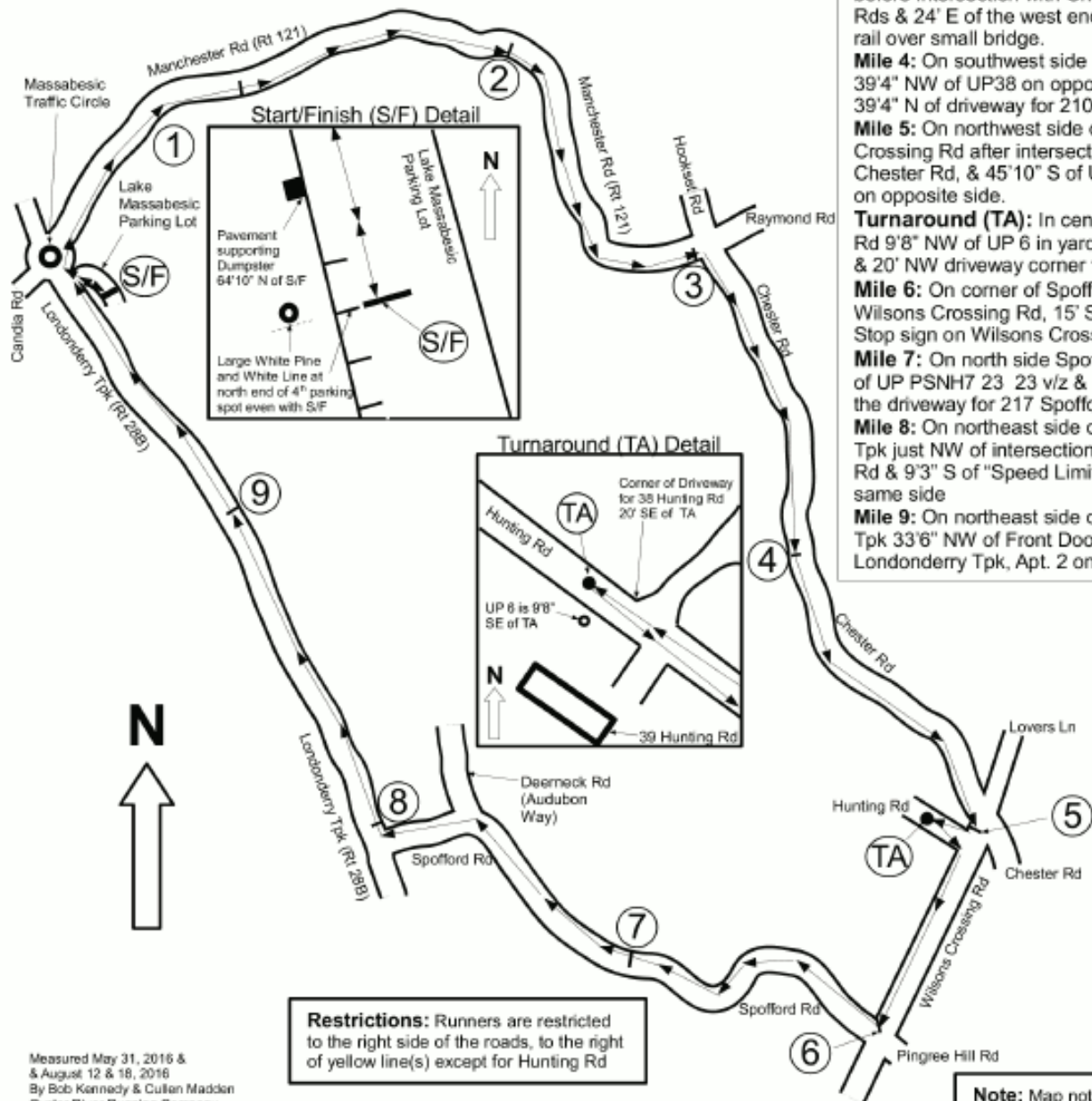
III. It shall be lawful for any person to hitchhike or solicit a ride from the occupant of any vehicle upon any road or way, or limited access road and highway provided that the individual is not, when so doing, standing on the paved portion of the road or way.

IV. No person shall signal a moving vehicle or stop a vehicle on any public way in order to solicit or sell a ticket of admission to an entertainment or sports event.

New Hampshire 10 Miler Manchester, New Hampshire



USATF Certificate NH16012BK
Effective August 19, 2016 - December 31, 2026



Measured May 31, 2016 &
& August 12 & 18, 2016
By Bob Kennedy & Cullen Madden
Oyster River Running Company
osprey02564@yahoo.com
508-577-4165

Start/Finish, Turnaround and miles are marked white paint and P-K nails (UP = Utility Pole).

Start/Finish/Mile 10: In Lake Massabesic Parking Lot off of Londonderry Tpk (Rt. 288) near the south end on the west side, even with the south side of a large White Pine and a white stripe marking the north end of the 4th parking spot on the west side from the south, and 64'10" S of pavement supporting a dumpster, 12' from the edge of the parking lot. **Mile 1:** On south side of Manchester Rd (Rt 121) 16' E of UP 25T with "Cottage" Ave sign on opposite side, & just E of the Portsmouth Branch - Rockingham Rail Trail.

Mile 2: On south side of Manchester Rd 50' W of UP5 on same side.

Mile 3: On south side of Manchester Rd before intersection with Chester/Hookset Rds & 24' E of the west end of the guard rail over small bridge.

Mile 4: On southwest side of Chester Rd 39'4" NW of UP38 on opposite side, & 39'4" N of driveway for 210 Chester Rd.

Mile 5: On northwest side of Wilsons Crossing Rd after intersection with Chester Rd, & 45'10" S of UP PSNH 81 on opposite side.

Turnaround (TA): In center of Hunting Rd 9'8" NW of UP 6 in yard of 39 Hunting & 20' NW driveway corner for 38 Hunting.

Mile 6: On corner of Spofford Rd & Wilsons Crossing Rd, 15' S of base of Stop sign on Wilsons Crossing Rd.

Mile 7: On north side Spofford Rd 32' W of UP PSNH7 23 v/z & about 60' E of the driveway for 217 Spofford Rd.

Mile 8: On northeast side of Londonderry Tpk just NW of intersection with Spofford Rd & 9'3" S of "Speed Limit 45" sign on same side

Mile 9: On northeast side of Londonderry Tpk 33'6" NW of Front Door to 161 Londonderry Tpk, Apt. 2 on same side.

Note: Map not drawn to scale. Many streets and cross streets not on map.

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: September 1, 2020

Re: Federal Allowance for Deferring Payroll Tax Obligations

The Board may be aware the President signed an Executive Order on August 8th that authorized the deferral of certain payroll taxes between September 1st through December 31st, 2020. The Department of the Treasury issued guidance on how this deferral would work on August 28th.

Earlier today we received the attached outline of the employers' and employees' responsibility under this process from Town Counsel.

Participation in the deferral of payroll tax obligations is optional and at the determination of the employer. It is a process that either should apply to all employees or none. An employer should not allow some to defer and others not to.

It is the opinion of the Finance Director and I that the Town of Auburn should not entertain the deferring of payroll tax obligations. There are risks to doing so to the employer as outlined in the attached information, and there are potential risks or problems for the employees as well who will still owe these taxes by May 1, 2021.

There is no action required by the Board to not participate in this deferral program. We will continue to process payroll as we normally do. Should the Board want the Town to participate in the deferral process, the following motion would be appropriate:

Move for the Town of Auburn to participate in the deferring of payroll tax obligations in light of the ongoing Covid-19 Disaster authorized by a Presidential Executive Order and in accordance with guidance issued by through the U.S Department of the Treasury.

Thank you for your consideration.

Attached



CLIENT UPDATE: On August 28, 2020, Treasury issued guidance with respect to President Trump's *Memorandum on Deferring Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster*.

For background, on August 8, 2020, President Trump issued the Memorandum directing the Secretary of the Treasury to use his authority to permit the deferral of certain payroll taxes and issue guidance on how to implement the deferral. The Memorandum's lack of detail, however, left many employers in the dark, anxiously waiting on Treasury to issue its guidance. With only a few days to spare, Treasury finally issued its guidance.

The guidance from Treasury provides that employers may defer the collection of the 6.2% employee portion of the social security payroll tax for the period beginning September 1, 2020 and ending December 31, 2020. Thus, for those employers that make this election, their employees will see a bump in their take-home pay until the end of the year. To be eligible for the deferral, an employee's wages or compensation for a bi-weekly pay period must be less than \$4,000, or the equivalent amount with respect to other pay periods. Each pay period is to be considered separately; therefore, it is possible for an employee to qualify for the deferral during one pay period and not the next.

All deferred taxes must be paid by May 1, 2021, otherwise interest, penalties, and additions will begin to accrue. The obligation to pay the taxes in the following quarter falls solely on the employer. If an employer does elect to defer the withholding of the tax, the employer must then "ratably" deduct any deferred employee social security taxes from the employee's wages during the period between January 1, 2021 and April 30, 2021.

Deferring the tax withholding is optional for employers. However, electing to defer the withholding does create a potential liability for employers. If an employee leaves employment for any reason between January 1, 2021 and April 30, 2021, the employer will still need to pay the entire amount of the deferred taxes by May 1, even if it has not been withheld from the employee's wages. Thus, employers will need to withhold the balance of the deferred taxes from the employee's final wages. While it may be permissible for an employer to make such a withholding from final wages,¹ to be on the safe side, we recommend that employers have employees sign a form authorizing such a deduction at the time the employer agrees to defer the tax. This will assure that the employer is not making unlawful withholdings under RSA 275:48.

The full text of the guidance can be found here: <https://www.irs.gov/pub/irs-drop/n-20-65.pdf>

At this time, it is not clear whether Treasury will issue further guidance or if the deferred taxes will eventually be forgiven. Wadleigh's COVID-19 Response Team will continue to monitor this situation closely and provide updates as the situation develops.

¹ The guidance provides "if necessary, [the employer] may make arrangements to otherwise collect the total [deferred taxes] from the employee."

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

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Terms

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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 24th 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 _____

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PROPOSAL**Customer Address**

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

Job Name

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

Job Address

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

Date: 8/6/2020

Job: 4478808

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

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

DATE: _____ **SIGNATURE:** _____



Spray Polyurethane Foam (SPF) Insulation Fact Sheet

Introduction

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

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

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

Job Site Classifications

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

General Considerations and Guidelines

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

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

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

SPF Contractor Responsibilities

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

General Contractor and/or Homeowner Responsibilities

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

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

New Construction Single Family Homes

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

Multi-Family and Commercial Buildings

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

Existing Homes and Renovations

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

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

HVAC (Heating, ventilation, air-conditioning system)

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

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

COMBUSTIBLE AIR

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

VENTS

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

UNVENTED ATTICS

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

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

FILL IN ALL REVELANT FIELDS BELOW

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

Town of Auburn

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: September 9, 2020

Re: Update on Sale of Two Surplus Vehicles

We are reporting in follow-up to the Board's discussion of the results of the online auction of the two surplus vehicles held on August 19th through the GovPlant.com web platform.

One of the sales was completed on August 28th with the vehicle transferred to the new owner and payment totaling \$5,980 has been made for the vehicle. Of the total payment of \$5,980, the Town will receive 85% or \$5,083.

We were notified on August 31st the successful bidder of the second vehicle defaulted on the purchase. The auction firm was going to contact the back-up bidder from the August 19th auction to determine if they wanted to follow through and purchase the vehicle. If they do not, we have authorized them to re-auction of the vehicle which has been scheduled for September 9th.

On September 9th, another successful auction was held and our remaining vehicle attracted a lot of interest. It was flagged on the "watch list" of 180 potential buyers and ultimately had a total of 72 bids from 32 different bidders. The vehicle was sold to the high bid of \$6,000 (\$100 less than the high bid from the August 19th auction). Assuming this bid is finalized (which must occur by September 16th), the Town should realize a total of \$5,865 from the sale inclusive of the additional transaction fee assessed by the auction firm.

Attached for your information is itemized report on the sale of the vehicle that was sold and has been transferred to a new owner.

Thank you for your consideration.

Attached



5667 Gibraltar Drive
Suite 200
Pleasanton, CA 94588-8528
Phone: (925) 225-8799
Fax: (925) 660-3199
www.govplanet.com

Statement

Statement Date	Contract #	UserRef #	DeptCode #
9/11/20	367056	4684147	307

Seller

Town of Auburn NH
47 Chester Rd
Auburn, NH 03032
USA
Attn: Bill Herman

Note: All prices are in USD

Item	Description	Sale Date	Gross Guarantee	Net Proceeds
3924726	2013 Ford Taurus Police Interceptor Sedan (S/N:1FAHP2M81DG134495)	8/19/20	\$0.00	\$5,083.00
Total for 1 Total for:			\$0.00	\$5,083.00
Comments: Paid with check# 807801 on 09/10/20.				
				Net Proceeds Due
				\$5,083.00
				Total Proceeds
				\$5,083.00

Note: All prices are in USD

RITCHIE BROS.
GOV PLANET

5667 Gibraltar Drive
Suite 200
Pleasanton, CA USA, 94588
Phone: +1-844-225-8799
Fax: +1-844-660-3199
www.ironplanet.com

Invoice

Settlement Date	Invoice #
8/26/20	367056-3924726

Sold To

Lori Hodsdon
Town Taxi
2551 Van Buren Rd
Connor Twp, ME 04736
USA

Delivery Address

Lori Hodsdon
Town Taxi
2551 Van Buren Rd
Connor Twp, ME 04736
USA

Demil	User ID	Auction Date
	4718941	8/19/20

Item #	Description	Amount
3924726	2013 Ford Taurus Police Interceptor Sedan S/N: 1FAHP2M81DG134495 Location: Auburn, NH 03032, USA Loading dock: No Pickup hours: 08:00-04:30 (You must call at least 24 hours in advance to schedule pick-up Monday - Friday (8:00am - 4:30pm EST).)	US \$5,200.00
	Transaction Fee	US \$780.00
	Total:	US \$5,980.00
	Wire Payment posted on 8/21/20	US (\$5,980.00)
	Total Due :	US \$0.00

Note: All dates are in Pacific Standard Time. All prices are in USD

An on-road heavy-duty diesel or alternative-diesel vehicle operated in California may be subject to the California Air Resources Board Regulation to Reduce Particulate Matter and Criteria Pollutant Emissions from In-Use Heavy-Duty Diesel Vehicles. It therefore could be subject to exhaust retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at <http://www.arb.ca.gov/dieseltruck>. When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>

Thank you for your payment!

[illegible]

MP LANDSCAPE CONTRACTORS

32 HEATHER CIRCLE

AUBURN NH 03032

5PLAZAS@COMCAST.NET

Number: E875

Date: 8/26/2020

Bill To:

TOWN OF AUBURN
47 CHESTER RD
PO BOX 309
AUBURN, NH, 03032

Ship To:

Description	Amount
HAZARD TREE AT TOWN HALL - TREE CUT AND REMOVED FROM PROPERTY/STUMP GROUND AND SHAVINGS CLEANED UP	\$3,800.00
1 2.5" - 3" SUGAR MAPLE INSTALLED	\$675.00

SubTotal	\$4,475.00
0.00% on \$0.00	\$0.00
0.00% on \$0.00	\$0.00

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

7:00 PM

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Police Chief Ray Pelton, Mike DiPietro, Jim Enquist, JE Painters Plus, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Approval of Payroll Manifest for the Week of August 17, 2020 - \$58,479.57

Mr. Bedard motioned to approve the Payroll Manifest for the week of August 17, 2020 in the amount of \$58,479.57. 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 24, 2020 - \$134,324.89

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 24, 2020 in the amount of \$134,324.89. 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 24, 2020 - \$23,540.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of August 24, 2020 in the amount of \$23,540. Mr. Leclair seconded the motion. A vote was taken, Bedard – aye, Leclair – aye, Rolfe – abstain. The motion passed 2-0-1.

Approval of Consent Agenda for the Week of August 24, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of August 24, 2020 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Void Check Manifest and Invoice Posting and two (2) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of August 24, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Town Response to COVID-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton indicated positive cases of Corona Virus are down to one in Auburn, with very low hospitalization statewide. He also reported one officer is out due to exposure. School is starting on September 2nd and has a good set-up. Pick up time may be a challenge. An officer will be posted at the intersection of Eaton Hill Road and Raymond Road for a couple of weeks.

PPE & Supplies for September & November Elections

Mr. Herman provided the Board with a copy of a Memorandum from Secretary of State Bill Gardner dated July 6, 2020 regarding Personal Protective Equipment for the September 8th State Primary and November 3rd General elections. A list of federally funded PPE items issued to Towns was included together with a spreadsheet indicating how many of each item was provided to the Town of Auburn. The supplies were based on ballots cast at the 2016 primary and general elections with a baseline minimum of 600 voters. Auburn's supplies have been picked up and are stored now with the voting booths.

Mr. Leclair noted Auburn received pens, masks, sanitizer, gloves, surgical masks, and some face shields. Mr. DiPietro noted the pens could be reused for the next election. Chief Pelton recommended spraying down the voting room before school opens.

Federal CARES Act Funds for Elections

Mr. Herman provided the Board with a Memorandum dated August 14, 2020 concerning Federal CARES Act Funds for Elections. Funding is being made available to New Hampshire municipalities to assist with costs of an increase in absentee balloting for the September and November elections. The funds are part of a federal stimulus funding of \$1.2 billion issued to the State of New Hampshire with approximately \$3 million dollars allocated for the election purpose. The State is in the process of developing an average Statewide cost inclusive of increased postage costs, supplies and staff time. That average cost will be multiplied by each absentee ballot request processed and each return ballot received that exceeds the totals from the 2016 Primary and General Elections. Of the \$3 million available, a total of \$14,353.49 has been allocated to Auburn. The program is an 80/20 match with the State reimbursing the Town 80% of covered costs up to a total of \$14,353.49. To participate the Town must enter a standard agreement with the NH Secretary of State's office, which was provided, due by August 28, 2020. Submissions for reimbursement would be due on September 14th.

Mr. Leclair asked if extra personnel may be required. Mr. Herman noted the Town Clerk and Moderator are working on the overall staffing which, for the Primary, should have an equal number of workers from both parties.

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

Mr. Bedard motioned for the Town of Auburn to accept and expect 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. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

New Business

NH DOT Resurfacing Project for NH 28 Bypass – Work Zone Agreement

Mr. Herman provided the Board with a Memorandum dated August 24, 2020 concerning NHDOT resurfacing of approximately 8.8 miles NH 28 By-Pass beginning at Tsienneto Road in Derry northerly to the Manchester/Hooksett town line; and a copy of a letter dated August 17, 2020 from NHDOT with a copy of a Work Zone Agreement requested by the NHDOT for the Town of Auburn to sign. A description of work was provided dated April 14, 2020 and copy of location maps.

Mr. Herman noted work would begin in the spring of 2021 and be completed by the fall of 2022. Mr. Rolfe noted to keep an eye on where they could be short tying in. Mr. Herman reported Auburn officials will be invited to the pre-construction meeting where this could be addressed.

Mr. Herman indicated the agreement allows NHDOT to utilize and compensate local police officers if they deem it necessary and if those officers have completed the NHDOT course on Safe and Effective Use of Law Enforcement in Work Zones.

Mr. Bedard motioned to authorize Selectmen Chair Keith Leclair to sign a Municipal Work Zone Agreement with the NH Department of Transportation for NHDOT Project 42635 for the resurfacing of NH Route 28 Bypass in the Town of Auburn. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Insulation Project – Safety Complex

Mr. Herman provided the Board with copies of estimates from:

J.E. Painting Plus for \$3,970 to install missing proper vent in the attic, reinstall fallen or removed out of place proper vent, adjust R-30 insulation that has exposed water supply pipes, vents and lights from the 1st floor and any gaps through the attic, wrap HVAC supply ducts where torn or missing, tape shut gaps, install 1 sheet of dow board, install 60 feet of R-30 as well as rescrewing the trim boards that have broken away from the building and raking back existing mulch.

Builders Installed Products (340) for \$19,515 for foam insulation of the roof line with optional \$3,000 for removal of old insulation and installation of thermal barriers and/or summer foam at the roof line.

Mr. Enquist presented his proposal to the Board from J.E. Painters Plus. Mr. Enquist noted the heat was coming up and warming the roof which can cause ice dams. Mr. Enquist thinks it is unnecessary to pull out all the old insulation and foam the roof, which is expensive as well as combustible. Any workers who may have asthma may be sensitive to it. Foaming the roof is more than is necessary. Also, the foam must seal the whole roof to work.

Mr. Rolfe noted the furnace is up there and heating up the roof.

Mr. Leclair asked if the issue was there from the beginning or got worse over time? Chief Pelton noted it was not great to begin with but has gotten much worse. Now icicles are touching the ground. The worst part is where the two roof lines come together and form a valley. There

would still be heat coming up even if the roof were foamed. If foam insulation were installed, the Police Department would have to be out for the day while the work is done.

Mr. Bedard inspected the area and noted he could see directly below to the office. Workers go up to do work and pull everything apart. The duct work is exposed. This causes condensation and the drip line on the ceiling tiles below.

Mr. DiPietro noted the furnace could be boxed in. The key is to keep the roof cool. It does use an air exchange but will breathe on its own. Mr. Leclair noted the heat from the work areas is escaping, the drop ceiling has no insulation.

Mr. Leclair noted he would like to have Mr. Enquist take another look and provide an additional quote to add a few studs and box in the furnace as well.

Mr. Enquist noted the insulation would take three or four days.

Replacement of Windows – Pingree Hill Fire Station

Mr. Herman provided the Board with copies of estimates from:

Seacoast Windows with estimates for new or replacement Harvey windows in Classic or Tribute models. The price for 10 Classic replacement windows installed was \$4,999, New Tribute \$5,699. The price for Classic new windows was \$6,499, Tribute \$7,299.

J.E. Painting Plus dated August 19, 2020 in the amount of \$5,150 for 10 Anderson Silverline replacement windows.

Romeo Vanegas dated August 10, 2020 in the amount of \$7,500 for 10 new Harvey classic windows.

Mr. Rolfe indicated he was familiar with the Anderson Silverline windows. Mr. Enquist noted they are contractor's grade, nothing fancy.

Mr. Leclair asked if they should be concerned with what might be underneath the windows when they are replaced. Mr. DiPietro agreed the sills are probably wood and may have some rot.

Mr. Bedard motioned to accept the proposal of J.E. Painters Plus for window replacement at Pingree Hill Fire Station in the amount of \$5,150. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard asked Mr. Enquist what he thought about power washing Pingree Hill Station? Mr. Enquist indicated the siding was cedar and any work, ladders, etc. may leave marks so he recommended doing a test area first since it has probably thinned out over the years.

Sale of Surplus Vehicles – August 19th Online Auction

Mr. Herman reported both Ford Interceptors did well at the online auction on August 19th, with one selling for \$5,200 and the other \$6,200. The Building Inspector's old car will be leaving for ME, and the other will be going down south.

Mr. Leclair asked about the fund created for vehicle and equipment maintenance and Mr. Herman noted a mechanism would be needed to transfer the sale proceeds to the reserve fund. He will look into how best to accomplish that goal.

LED Street Light Conversion Project – Request for Proposals

Mr. Herman indicated the RFP has been sent to five companies and posted in three trade publications. He has already heard from two of the five companies they will submit a bid. Bids are due September 9th and will need to include qualification with the Eversource Rebate Program, while contractors shall provide samples of styles and hue. The bid could be awarded later in the month, and work could begin either this fall or next spring.

Power Washing of Town Hall Building

Mr. Herman noted he had presented this to the Board in June but was not able to attend the meeting and the Board chose not to have the work done. He requested the Board reconsider that due to the appearance of the front of the building. He also noted the library was power washed last month and it was a good job. Mr. Herman indicated an exterminator mentioned the spider webs were attracted to the lights on the front of the building. The Library had the same issue, although not to the extent as the Town Hall.

The consensus of the Board was to get the power washing done. An estimate was provided for \$400 from Renew Crew in Derry, NH who has done both the Safety Complex and the Library.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard indicated Parks & Recreation met and reviewed the job description for the Parks & Recreation position.

Other Business

175th Anniversary Commemorative Tree

Mr. Leclair noted Matt Plaza brought a tree guy down to look at the oak tree in front of Town Hall at his request and he noted it was dying from the top down. Mr. Leclair recommended getting a couple of quotes to remove the tree. Mr. Bedard recommended replacing it with a nice sized sugar maple in time for the 175th Anniversary. The Board agreed that was a great idea. Mr. Herman will reach out to Matt Plaza for a price to remove and replace the tree and will ask the Road Agent to have the vendor he utilizes for tree removal to price the removal as well. Several Board members indicated they would contact vendors for cost estimates as well. Everyone felt it would be best to do the work on a Saturday when the building is closed to the public.

Severance School

Mr. Leclair indicated he had Mr. Enquist look at Severance School and can coordinate inspections with Mrs. LaChance. Alan Villeneuve and Dave Jenkins will also look at it. Mr. Enquist noted he would subcontract the electric and plumbing. Mr. Leclair noted Mr. Trombly may be willing to help with the plumbing. The Board agreed the bathroom would be moved to the adjacent office as the wall shares the plumbing.

Mr. DiPietro asked what the building would be used for? Mr. Leclair indicated as a community center. The Town lost use of the Safety Complex for the time being. The Scouts, Seniors and other groups have nowhere to go and the school is in lockdown. Eventually the Library expansion may have a community center, but that is not for a while. Mr. DiPietro indicated that

was a great place to have as a recreational portal to the lake right there and would make a great public/private partnership.

Mr. Bedard noted Comcast is charging for cable tv service to the Safety Complex which is contrary to the terms of their franchise agreement. He indicated it amounted to about \$120/mo. Mr. Herman indicated the Selectmen's Office will address the issue.

Next Meetings/Events

Saturday, September 12, 2020 – "Shred Day" Event, Town Hall – 9 AM to Noon

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

Tuesday, September 22, 2020 – Involuntary Merger Appeal to ZBA – 7:00 PM Teleconference

Monday, September 28, 2020 – Board of Selectmen's Meeting – 7:00 PM

Mr. Herman noted there will be no meeting on September 7, 2020. Mr. Leclair and Mr. Rolfe indicated they will try to attend the September 22, 2020 teleconference.

Minutes

- August 10, 2020 Public Meeting

Mr. Bedard motioned to approve the minutes of the August 10, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, Mr. Bedard abstained, the motion passed 2-0-1.

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

Mr. Bedard motioned to approve the minutes of the August 10, 2020 Non-Public Meeting (x2). Mr. Rolfe seconded the motion. A vote was taken, Mr. Bedard abstained, the motion passed 2-0-1.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:13 PM. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary