

**Town of Auburn
Board of Selectmen
Town Hall
September 28, 2020**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of September 14, 2020 -- \$447.79
Approval of Accounts Payable Manifest for the Week of September 21, 2020 -- \$57,378.71
Approval of Accounts Payable Manifest for the Week of September 21, 2020 -- \$22,135.00
Approval of Payroll Manifest for the Week of September 28, 2020
Approval of Consent Agenda – Week of September 28, 2020

() Appointments with the Board

- ❖ John Branagan – Xfinity LED Lighting, Dover – Streetlights Conversion Project
- ❖ Fire Chief Mike Williams – Monthly Meeting
 - Adopt a Cistern / Dry Hydrant Program

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

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

() New Business

() Old Business

Insulation Project – Safety Complex
Update of Sale of Surplus Vehicles
Employee Review & Step Increase Consideration

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, October 19, 2020 – Board of Selectmen's Meeting – 7:00 PM
Monday, October 26, 2020 – Board of Selectmen's Meeting – 7:00 PM

() Minutes

- September 14, 2020 Public Meeting
- September 14, 2020 Non-Public Meeting

() 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."

affinity
led lighting

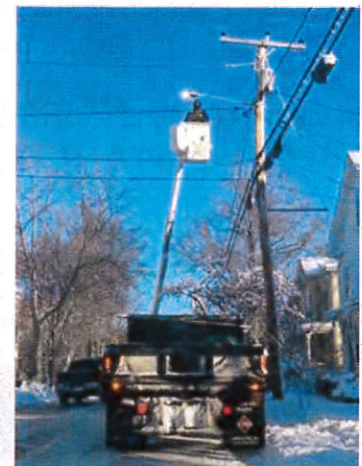


TOWN OF
AUBURN
NEW HAMPSHIRE



AMERICAN BUILT
★ ★ ★ ★ ★ ★ ★ ★
★ ★ ★ ★ ★ ★ ★ ★

ASSEMBLED WITH PRIDE
★ BY US VETERANS ★
IN DOVER, NEW HAMPSHIRE



LED Streetlight Project

Auburn, NH

Introductory Cover Letter
- Company Profile

Detailed Energy Model

Statement of Financial Performance

Key Personnel

Client Reference and testimonials

Similar Turnkey Projects in ME and NH

Approach

- Design
- Digital Inventory
- Technology Procurement
- Installation & Maintenance
- Construction Administration
- Value Added

GIS

(project tracking, lighting design analysis, installation dashboard)

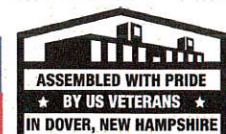
Project Management

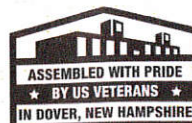
10 year Warranty - w/ 1 Year of Field Labor

Elimination of Packaging Waste

Fixture Cut Sheet

****Bid Sheet of Unit Prices included in a separate envelope****





September 8th, 2020

Dear Friends at the Town of Auburn:

We are honored to submit this proposal for the Town of New Auburn's LED street light conversion. All information contained in this proposal accurately describes the services we provide.

We, Affinity LED Light LLC (Affinity LED) are a local company founded in 2012 and currently headquartered in the Washington Street Mills in downtown Dover, New Hampshire.

Our view of doing business is to support our clients to reduce operational spending through energy and lighting maintenance cost reductions, while providing improved quality of light and lowering greenhouse gas emissions to improve air quality and public health in our local communities. **We founded our company on this belief... that *Doing Well and Doing Good* are not mutually exclusive ideas.**

Our business model is unique, in that we take ownership of the entire customer value chain... from product development and manufacturing (**We are New England's *only* LED Lighting Manufacturer**), to engaging regional utility partners, to **end-to-end turnkey "boots on the ground" project management**. Doing business with Affinity LED assures you one responsible point of contact before, during and after your community's lighting efficiency measures have been installed. **We place the highest value on our relationships and our local "hands-on" partnerships with our clients...** one that sets us apart and is vital to your long-term satisfaction over the lifetime of the equipment. ***There isn't another company in the industry who does what we do, the way we do it!***

In New Hampshire, we have **successfully installed more LED street lights, been competitively selected more times (most bid awards) and completed more municipal LED street lighting conversions than all other industry providers combined**. Completed NH street light conversion projects include Antrim, Bedford, Berlin, Bethlehem, Brookline, Claremont, Conway, Dover (***including NH's first project with networked street lighting and smart controls***), Exeter, Epping, Farmington, Franconia, Gilford, Gorham, Greenland, Hampstead, Hampton, Henniker, Hollis, Hooksett, Jaffrey, Keene, Lisbon, Merrimack, Milford, New Castle, Newfields, Newington, Newmarket, North Hampton, Peterborough, Pittsfield, Plaistow, Portsmouth, Rindge, Rochester, Somersworth, Swanzey, Stratham, Whitefield, Wilton and all NHDOT Highways and Turnpikes roadway lighting statewide. Additionally, we are under contract and proceeding next with Freedom, Kingston, Sutton & Tamworth.

We have successfully completed Maine street light conversions in Augusta, Chelsea, Eliot, Fairfield, Farmingdale, Gardiner, Hallowell, Kittery, Monson, N. Berwick, Randolph, Waterville & Winslow. Additionally, we are under contract and proceeding next with installations in Benton, Berwick, Clinton, Newport, Sanford and Southport. Augusta, Gardiner, Fairfield, Hallowell, Newport and Sanford are installing complete networked street lighting with smart controls.

We are also currently engaged with many more communities across Northern New England who are at various stages of planning for converting to Affinity LED's street lighting program and hope you will join us too!

Our S900D Series of Cobrahead street lights provide **leading edge LED technology**, with rated **lifetimes exceeding 120,000 hours** of operation. **Assembled locally at our UL approved manufacturing facility in Dover, NH with a workforce of U.S. Veterans**, we are fortunate to be **producing "best-in-class" street lighting** while providing **employment opportunities to those who have served and protected our nation**. Further, **all Affinity LED street and area lighting products come with a 10-year warranty**. Our Warranty Statement is attached.

For the purpose of this proposal, we have used your Eversource billing information to provide a **full energy model and cost details for converting the Town of Auburn's 83 Eversource street lights**. We fully acknowledge that our desired deliverable is a **"custom designed retrofit"**, the result of performing an independent lighting design analysis. Consequently, the energy model and cost details may increase or decrease contingent on the agreed lighting plan. We have not included any information for the conversion of any Town-owned metered street lighting.

Here are the project highlights:

- **Total Project Cost of \$25,229.58** for converting your 83 current Eversource street light fixtures to "Smart Ready" LED street lighting, avg. \$303.97 per fixture*, inclusive of all equipment and installation services, **with American-Built street and area lighting assembled locally in Dover, NH by a workforce of U.S. Veterans.**

*Installation services include: **a)** a highly capable utility-approved contractor team including fully flashed bucket and trailing vehicle, lineman, certified flagger and support staff, **b)** elimination of Solid Waste (product packaging) through the use of reusable totes and packing materials throughout the installation process, **c)** equipment installation and reconnection, and **d)** complete recycling and disposal of all old legacy equipment, including certificate of disposal for hazardous waste materials.

- **Eversource is expected to offer an Incentive of \$8,300 for Auburn's street lighting conversion.** This value will be confirmed in writing directly from your Eversource Account Executive via direct request from the Town.
- **Total Project Cost of \$25,230 "All-In"**, includes all equipment & installation services, *LESS*: Eversource's offered incentive. ($\$29,230 - \$8,300 = \$16,930$)
- **Estimated Annual OPEX Savings equals \$6,479** for converting 83 current street lights, a reduction of 53.7% from the Town's current annual tariff cost of \$12,057. Cumulative Savings over 10 years = \$64,787 (which is the warranty period) & Cumulative Savings over the life of the fixtures (20 years) = \$271,139.
- **Annual Energy Savings = -18,201 kWh**, a reduction of 69.4% from the Town's current consumption of kWh.
- **Annual CO2 Abatement = -10.9 tons**, 10 yrs = -109.2 tons, 20 yrs = -218.4 tons. Lowering greenhouse gas emissions improves air quality and public health in our communities.
- **We estimate a Simple Payback of 2.61 years on this LED Conversion (\$25,230 All-In / \$6,479 Annual Savings). This is VERY GOOD!**
- In this proposal, **all equipment will be our American-Built S900D series cobraheads and P900D series area lights**, each proudly assembled by US Veterans in our UL certified manufacturing site in Dover, NH.

We are your local New Hampshire Company, with products locally assembled and serviced just 50 minutes from your Town Hall.

Upon being successfully selected for your community's LED conversion, we will proceed with a **comprehensive investment-grade field audit**, complete with **GIS-based collection tools** to fully confirm the actual streetlight assets and reconcile any inventory discrepancies with Eversource. We will coordinate a **"designed retrofit" lighting plan** according to functional roadway classifications (local, collector, arterial/majors) and intersections (local/local, local/collector, collector/collector, etc.) and location of sensitive receptors (schools, hospitals). We'll also identify and recommend critical areas where pole spacing improvements may provide a higher level of uniformity and safety. Once the lighting plan is confirmed and installation begins, we will use our real-time GIS-based tracking tools to **track real-time progress online during installation**, to update your street lighting inventory and to **ensure Eversource billing is converted from current rates to the new LED rate**.

As demonstrated in this proposal, we understand the complexities of street lighting conversions and specifically, your individual community's project. To ensure we **meet or exceed your expectations**, we have assembled a **"Partners of Choice" team of experts to fulfill our end-to-end turnkey commitment to you** as outlined in this response:

Installation and Maintenance - Our highly capable crews are **experienced Eversource approved contractors** having all requisite training, certifications, equipment and insurance to safely perform the required operations of disconnection, fixture installation and reconnection. The installation service is included in our proposal at no additional cost to the Town.

Tax-Exempt Lease Purchase Financing - **Affinity LED has partnered with Municipal Leasing Consultants (MLC)** to help your community get the equipment and technology you need to continue providing the best possible services, in the most cost-effective way. MLC has a track record of success and a strong commitment to helping American communities achieve their goals.

Recycling and Disposal - We are contracting with URT - Universal Recycling Technologies in Dover, NH to provide **safe, secure, certified disposal and recycling of waste materials**. This service is included in our proposal at no additional cost to the Town.

Supply Chain - **Our focus and expertise gives us ultimate control of our products and we make no compromises**. To ensure consistent performance over their expected lifetime, we are carefully choosing the best combination of **industry leading branded components and materials**, and **locally assembling** our Cobrahead street lights and Shoebox flood lights right here in Dover, NH. **The result is both a quality and price/value proposition that is difficult for others to match.**

Our S900D Cobrahead Series Components:

- Revolutionary Patented **Multi-Volt DOB** Technology Extends Fixture Lifetime
- New MJT High Powered Series LEDs provide **Industry Leading Efficiency and Lifetimes**
- **Night Sky Friendly** (zero uplight) with **integrated backshield**
- **Reduced-Glare Optical Lenses** in standard IESNA Type photometric distributions
- Tool-Less Entry with **Connect-Safe™ for Lineman Friendly Installation**
- **Smart Ready** with 7-pin Photocontrol Receptacle and 0-10V Dimming Capability
- **UL compliance** for traceable components
- Using all-metal molded A360 Die-Cast Aluminum Housing and Housing Door components, 16mm Stainless Steel hinge bolts and a tool-less entry mechanically secured door latch, we've ensured a safe and secure door when the fixture is open, and a fitted closure when latched. That is very important for **a fixture designed to last 20+ years here in the Northeast**.
- All Stainless Steel screws and fittings are **marine grade corrosion resistant**.



We are aligned and ready to add the "Most Important Partner" to our Team... the Town of Auburn, New Hampshire. We look forward to engaging with all of you on this important project.

Yours truly,



Steven R. Lieber
President & Founder, Affinity LED Light LLC

Mailing:

Affinity LED Light LLC
133 Islington Street
Portsmouth, NH 03801
Fax: 603-590-8897

Office & Warehouse & Assembly:

Affinity LED Lighting
1 Washington Street, Unit # 5121
Dover, NH 03820
Phone: 978-378-LED8

Your Key Contacts Directory:

Steve Lieber –
Principal Contact
cell: 603-828-8919
steve@affinityledlight.com

John Branagan –
Director - Lead Project Manager
cell: 603-475-1564
jb@affinityledlight.com





Town of Auburn, NH LED Street Lighting Proposal

Prepared: 9/8/2020

Ledger Name: Auburn
Ledger #: 8000957-01 EOL

| MUNICIPAL STREET LIGHTING SUMMARY | | | | | CURRENT LIGHTING (annual) | | | | SMART READY LED (annual) | | | | | UPGRADE PROJECT COSTS | | | | | INCENTIVE | | | | | | |
|-----------------------------------|-------------|-----------|------------|-------------|---------------------------|-------------------------|--------------------|--------------------|--------------------------|---|-------------|-------------------------|--------------------|-----------------------|---------------------------|-------------|-------------------------------|-------------------------|---------------------------------|------------------------------|----------------------------|---------------------|---------------------------|-----------|--|
| Current Lighting Description | Rated Watts | Size Code | Rate Class | Fixture Qty | Existing Rated Watts | Annual Cost Per Fixture | Total Annual Cost* | Total kWh Consumed | LED Rated Watts | Models | Fixture Qty | Annual Cost Per Fixture | Total Annual Cost* | Total kWh Consumed | Purchase Cost per Fixture | TOTAL COST | Installation Cost per Fixture | Total Installation Cost | Total Purchase & Installed Cost | TO BE VERIFIED BY EVERSOURCE | | | | | |
| 50HPS COBRA | 65 | 47 | 82 | 71 | 65 | \$135.22 | \$9,600.62 | \$20,052.18 | 18 | S900D-18W-30K-T2-GR | 71 | \$62.09 | \$4,408.08 | 5552.91 | \$157.00 | \$11,147.00 | \$140.34 | \$9,964.45 | \$297.34 | \$21,111.45 | Incentive/ Fixture (\$100) | Product Code 90L | Total Incentive (\$7,100) | | |
| 100MTH COBRA | 120 | 161 | 82 | 10 | 120 | \$210.53 | \$2,105.30 | \$5,214.00 | 50 | S901D-50W-30K-TX-GR | 10 | \$100.78 | \$1,007.80 | 2172.5 | \$207.00 | \$2,070.00 | \$140.34 | \$1,403.44 | \$347.34 | \$3,473.44 | (\$100) | 90L | (\$1,000) | | |
| 100HPS COBRA | 130 | 151 | 82 | 1 | 130 | \$199.28 | \$199.28 | \$564.85 | 50 | S901D-50W-30K-TX-GR | 1 | \$100.78 | \$100.78 | 217.25 | \$207.00 | \$207.00 | \$140.34 | \$140.34 | \$347.34 | \$347.34 | (\$100) | 90L | (\$100) | | |
| 70HPS COBRA | 90 | 48 | 82 | 1 | 90 | \$152.25 | \$152.25 | \$391.05 | 18 | S900D-18W-30K-T2-GR | 1 | \$62.09 | \$62.09 | 78.21 | \$157.00 | \$157.00 | \$140.34 | \$140.34 | \$297.34 | \$297.34 | (\$100) | 90L | (\$100) | | |
| | | | | 83 | \$12,057 | | | | 26,222 | | | | | \$5,579 | 8020.87 | avg | \$13,581.00 | avg | \$11,648.58 | avg | \$25,229.58 | | | | |
| | | | | | | | | | | Annual Savings Savings | | (\$6,479) | | (18,201) | | | | | | | | Incentive (\$8,300) | | (\$8,300) | |
| | | | | | | | | | | | | -53.7% | | -69.4% | | | | | | | | | | | |
| | | | | | | | | | | Annual CO ² Abatement (tons) | | (10.9) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | Net | | \$16,930 | | | |

SIMPLE PAYBACK

| | | |
|-----------------|-----------|-------------|
| Net Investment | \$16,930 | Payback |
| Annual Savings | (\$6,479) | 2.61 years |
| Monthly Savings | (\$540) | 31.4 months |

SAVINGS, RETURN ON INVESTMENT and 10yr CAPEX IMPACT*

| Year | Cumulative Savings | Cumulative ROI | Cumulative CAPEX Impact (10yr) | | Cumulative Operating Hours | Cumulative CO ² Abatement (tons) | |
|---------|--------------------|-----------------|--------------------------------|-------------|----------------------------|---|---------|
| | | | CAPEX | Profit/Loss | | | |
| Year 1 | \$6,479 | (\$10,451) -62% | (\$1,693) | \$4,786 | 4,345 | 1 | (10.9) |
| Year 2 | \$12,957 | (\$3,972) -23% | (\$3,386) | \$9,571 | 8,690 | 2 | (21.8) |
| Year 3 | \$19,436 | \$2,507 15% | (\$5,079) | \$14,357 | 13,035 | 3 | (32.6) |
| Year 4 | \$25,915 | \$8,985 53% | (\$6,772) | \$19,143 | 17,380 | 4 | (43.7) |
| Year 5 | \$32,394 | \$15,464 91% | (\$8,465) | \$23,929 | 21,725 | 5 | (54.6) |
| Year 10 | \$64,787 | \$47,857 283% | (\$16,930) | \$47,857 | 43,450 | 10 | (109.2) |
| Year 15 | \$97,181 | \$80,251 474% | | | 65,175 | 15 | (163.8) |
| Year 20 | \$129,574 | \$112,644 665% | | | 86,900 | 20 | (218.4) |

TOWN OF AUBURN
LED Streetlight Conversion
Cost Proposal

CONTRACTOR INFORMATION

Contractor's Name: Affinity LED Light

Contact Person: John 'JB' Branagan

Mailing Address: 1 Washington Street, # 5121 Dover, NH 03820

Phone Number: 603-475-1564 Email: jb@affinityled.com

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

| # of fixtures | Size Code | LED Watts | LED Fixture Lumens | Unit Price Fixture | Install Price Fixture | Total |
|---------------|-----------|-----------|--------------------|--------------------|-----------------------|-------------|
| 71 | 47 | 18 | 2572 | \$157.00 | \$ 140.34 | \$21,111.45 |
| 10 | 161 | 50 | 6195 | \$207.00 | \$ 140.34 | \$3,473.44 |
| 1 | 151 | 50 | 6195 | \$207.00 | \$ 140.34 | \$347.34 |
| 1 | 48 | 18 | 2572 | \$157.00 | \$ 140.34 | \$297.34 |

Estimated GRAND TOTAL cost to complete the full scope of work \$ \$25,229.58

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

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

Name and Title of Authorized Signatory: Steven Lieber - President / Founder

Signature  Date: Sept. 8th , 2020

Affinity LED Light Key Project Personnel

Steve Lieber

President and Principal

Mobile: 603-828-8919

steve@affinityledlight.com

John Branagan

Director - Lead Project Manager

Mobile: 603-475-1564

jb@affinityledlight.com

Additional Staff Assigned -

Caroline Kinville Director - Finance & Production Operations

Sandra Massie Accounting Manager

Johnny Muy Product & Materials Procurement Manager

Andrew Tiebout Products & Technology Manager

Michael Snay Lead Technician & Production Manager

Gerald Easson Lead Assembly Technician

Steve Lieber, the founder of Affinity LED Lighting, has a strong foundation in global supply chain, product creation and project implementation. He began the company in 2012.

John Branagan has been with Affinity LED Lighting since 2014 and has been instrumental in the company's growth. He has been the lead project manager on all of our Municipal Street-lighting projects.

Caroline Kinville joined Affinity LED Lighting in 2016. She was formerly the Plant Controller and HR Manager at GM Nameplate Inc., a manufacturer formerly located in Dover, NH. She brings strong operations and financial management to the table and has played a key role in the implementation of our domestic assembly operations.

Sandra Massie joined in September 2017 coming from SIG SAUER located in Portsmouth, NH where she was part of the team managing international vendors and logistics. She also brings a broad set of skills well suited to our growing company.

Johnny Muy joined the company in 2019, and played an instrumental part of the planning and implementation of our local assembly operations. He is responsible for the majority of our assembly materials and product procurement.

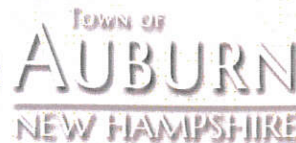
Andrew Tiebout joined the team in 2017 and recently completed his MBA at SNHU. As our product development and technology manager, he provides support across the company and leads many special projects.

Michael Snay is a US Veteran who learned his electrical trade as a sonar technician in the US Navy. He has a strong background in ESD procedures, electronics production and repair, and is a critical thinker.

Gerald Easson is a former US Marine with an impressive resume of electronic wiring and assembly. He has also worked in manufacturing at Vutek in Meredith, NH.



Affinity LED
Testimonials similar
turnkey projects



Augusta, ME

"The City of Augusta awarded a contract to Affinity LED Lighting in late 2018 for the conversion and replacement of approximately 2,300 roadway, ornamental, and parking lot lighting throughout the city. As part of the project the city chose to complete a citywide audit of all light fixtures. The audit will provide the city with an accurate count of all lighting fixtures and will greatly assist us in maintaining the completed lighting system.

The City of Augusta selection team was invited by Affinity, namely Steve Lieber and John "JB" Branagan, to travel to Dover, N.H to meet with them. They provided us with a tour of their factory, an inspection/review of their light fixtures, a review of the proposed control system, and to view their lights in operation. Their process for assembly, the light fixtures, the control system, and their approach to the project reassured the city that we had indeed chose the right company to complete our project.

Steve and JB have both been excellent in communication regarding the process for the audit, material delivery, invoicing, installation coordination, and providing all the necessary control system training. They both provide the customer with the confidence of knowing that they are fully invested into the success of the project. It is a pleasure to work with a company that takes all the time necessary to make you feel comfortable with the entire process from start to finish.

I would highly recommend Affinity LED Lighting to anyone that may be considering a project. They are an excellent company to work with. "

Bob LaBreck
Facilities Manager
City of Augusta
16 Cony Street
Augusta, Maine 04330
Office: 207-626-2365
Cell: 207-242-6773
Email: bob.labreck@augustamaine.gov

Claremont, NH

"Claremont has worked with Affinity for all of our street lighting needs since March of 2016. The service has been fantastic. They have corrected our light ledger and is now accurate for the first time in 10 years. They projected a 46% savings in electricity and have delivered exactly that. We have added all of our metered outside lights to be retro fit to LED and are seeing over 60% savings. Their product has reduced light pollution so we can see stars from inside the city again. We have changed over 1100 street lights now with very little disruption or customer complaints. We see a real great improvement in driving through fog and snow with the 4000k lights. Much easier for older drivers. Affinity made this project go smoothly and successfully."

Vic St. Pierre
City of Claremont
Director of Public Works
8 Grandview Street
Claremont, NH 03743
Office: 603 504-0353
Cell: 603 543-7927
Email: vstpierre@claremontnh.com

Rochester, NH and Dover, NH

"I am very happy to provide a reference as I've had the pleasure of working with Affinity in two cities. I was formerly the Director of City Services in Rochester, NH and we worked with Affinity to change out nearly 1,500 streetlights. Now that I am in Dover we are wrapping up the conversion of about 1,800 streetlights to LED's. I've also worked with Affinity to retrofit some of our municipal buildings to LED lights, both in Rochester and in Dover.

They have been an absolute pleasure to work with. They were exceedingly helpful every step of the way. Initially they took time to explain the LED technology, their manufacturing process, some of the American Medical Association recommendations for lighting temperatures, they walked us through available grant opportunities, even submitting the grant requests. Their guidance and leadership were excellent.

Inevitably there are always going to be a few issues that need to be addressed along the way – either improper wiring, or possibly lighting fixtures that don't show up on the billing ledger. If anything ever came up they were quick to jump on it and worked to find a solution. I remember one occasion being on the phone with them at 10:30 PM at night to address a lighting issue and they literally jumped right on it and worked til it was resolved. While I was in Rochester they actually worked with us to install some demonstration LED's in our Eversource cobrahead lights and also our downtown ornamental lights. They were extremely cooperative in working with us to get the lights installed and understood our need to put a few on display, such that the community could observe and provide comments.

They have also been very generous here in Dover. They provided free LED lights to get our City Hall clock tower illuminated, and in an amazing show of generosity, actually installed new LED's on the Scammell Bridge between Dover and Durham at no cost, and they are picking up the electricity costs."

John Storer
Director of Community Services
City of Dover, NH
271 Mast Rd.
Dover, NH 03820-4169
Office: 603-516-6450
Email: j.storer@doover.nh.gov

Portsmouth, NH

"Affinity LED was competitively selected to convert all of the cobra head streetlights for the City of Portsmouth because we felt their product produced a superior light quality. The environmental benefits of reduced electricity consumption from an LED streetlight conversion are well established, yet Affinity LED's product goes a step further on the path to sustainability. The fact that the lights are assembled locally in Dover NH and the significant waste reduction from their unique packaging techniques were icing on the cake for this sustainability oriented project."

Jacob A. Levenson
Solid Waste Sustainability Coordinator
Department of Public Works
City of Portsmouth
680 Peverly Hill Road
Portsmouth, NH 03801
Office: 603-766-1412
Email: jalevenson@cityofportsmouth.com

SIMILAR PROJECTS – CLIENT REFERENCES

CITY OF AUGUSTA, MAINE – Competitive Award

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|---|---|
| <u>Client Contact Information:</u> Raphael E. St Pierre - Assistant City Manager ralph.stpierre@augustamaine.gov 207-626-2300 | <u>Contact Address:</u> 16 Cony St. Augusta, ME 04330 |
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TOWN OF BERWICK, MAINE

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|---|---|
| <u>Client Contact Information:</u> Stephen G. Eldridge, MPA Town Manager townmanager@berwickmaine.org 207-698-1101 x 111 | <u>Contact Address:</u> 11 Sullivan Street Berwick, Maine 03901 |
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TOWN OF CHELSEA, MAINE

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|---|--|
| <u>Client Contact Information:</u> Scott Tilton – Town Manager chelseamanager@chelseamaine.org 207-582-4802 | <u>Contact Address:</u> 560 Togus Road Chelsea, ME 04330 |
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TOWN OF ELIOT, MAINE – Competitive Award

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| <u>Client Contact Information:</u> Dana Lee – Town Manager townmanager@eliotme.org 207-439-1813 | <u>Contact Address:</u> 1333 State Road Eliot, ME 03903 |
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TOWN OF FAIRFIELD, MAINE

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|--|--|
| <u>Client Contact Information:</u> Michelle M. Flewelling- Town Manager mflewelling@fairfieldme.com 207-453-7911 ext.101 | <u>Contact Address:</u> PO Box 149 Fairfield, ME 04937 |
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TOWN OF FARMINGDALE, MAINE

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|---|--|
| <u>Client Contact Information:</u> Rose Webster - Town Clerk/Tax Collector/Treas. Admin. Assistant to the Selectboard farmingdaleclerk@roadrunner.com | <u>Contact Address:</u> 289 Maine Avenue Farmingdale, ME 04344 |
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CITY OF GARDINER, MAINE

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|---|---|
| <u>Client Contact Information:</u> Christine M. Landes, MBA/CMM – Town Manager clandes@gardinermaine.com 207-582-4200 | <u>Contact Address:</u> City of Gardiner 6 Church Street Gardiner, Me. 04345 |
|---|---|

SIMILAR PROJECTS - CLIENT REFERENCES

CITY OF HALLOWELL, MAINE

| | |
|---|---|
| <u>Client Contact Information:</u> Nate Rudy - Town Manager nrudy@hallowellmaine.org 207-623-4021 Ext. 203 | <u>Contact Address:</u> City of Hallowell 1 Winthrop Street Hallowell, Me. 04347 |
|---|---|

TOWN OF KITTERY, MAINE - Competitive Award

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| <u>Client Contact Information:</u> Kendra Amaral - Town Manager KAmaral@kitteryme.org Chief David O'Brien - DO'Brien@kitteryme.org 207-439-1813 | <u>Contact Address:</u> 200 Rogers Road Kittery, ME 03903 |
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TOWN OF MONSON, MAINE - Competitive Award

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| <u>Client Contact Information:</u> Daniel Swain - City Manager monsontownmgr@myfairpoint.net 207-997-3641 | <u>Contact Address:</u> 10 Tenney Hill Rd. Monson, ME 04464 |
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TOWN OF NORTH BERWICK, MAINE

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| <u>Client Contact Information:</u> Dwayne Morin - Town Manager dmorin@townofnorthberwick.org 207-676-3112 x 4 | <u>Contact Address:</u> 21 Main Street North Berwick, Maine 03906 |
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TOWN OF RANDOLPH, MAINE

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| <u>Client Contact Information:</u> Peter Coughlin petertown99@gmail.com 207-592-1790 | <u>Contact Address:</u> 121 Kinderhook St Randolph, ME 04346 |
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TOWN OF TREMONT, MAINE - Competitive Award

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| <u>Client Contact Information:</u> Christopher Saunders - Town Manager manager@tremont.maine.gov 207-244-7204 | <u>Contact Address:</u> 20 Harbor Drive Bass Harbor, ME 04653 |
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CITY OF WATERVILLE, MAINE - Competitive Award

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| <u>Client Contact Information:</u> Michael Roy - City Manager mroy@waterville-me.gov 207-680-4204 | <u>Contact Address:</u> 1 Common St. Waterville, ME 04901 |
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SIMILAR PROJECTS – CLIENT REFERENCES

TOWN OF WINSLOW, MAINE – Competitive Award

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| <u>Client Contact Information:</u> Michael W. Heavener– Town Manager mheavener@winslow-me.gov 207-872-2776 x5210 | <u>Contact Address:</u> 114 Benton Avenue Winslow, ME 04901 |
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NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION – Competitive Award

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| <u>Client Contact Information:</u> David Rodrigue Director of Operations Email: Dave.Rodrigue@dot.nh.gov Phone: (603) 485-3806 | <u>Contact Address:</u> 7 Hazen Drive Concord, NH 03302 |
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TOWN OF ANTRIM, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Donna Hanson Town Administrator Email: antrimbiz@tds.net Phone: 603-588-6785 ext 221 | <u>Contact Address:</u> Town Hall 66 Main Street Antrim, NH 03440 |
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TOWN OF BEDFORD, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Jeanne Walker Town Engineer/Asst. Director of Public Works 24 North Amherst Road Email: jwalker@bedfordnh.org Phone: (603) 472-3070 | <u>Contact Address:</u> Town Offices 24 North Amherst Road Bedford, NH 03110 |
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CITY OF BERLIN, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Jim Wheeler – City Manager jwheeler@berlinnh.gov 603-752-7532 | <u>Contact Address:</u> City of Berlin - City Hall 168 Main Street Berlin, NH 03570 |
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TOWN OF BETHLEHEM, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> April Hibberd admin@bethlehemnh.org | <u>Contact Address:</u> Town of Bethlehem PO Box 189 2155 Main St. Bethlehem, NH 03574 |
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TOWN OF BOW, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> David Stack - Town Manager dstack@bownh.gov (603) 223-3910 | <u>Contact Address:</u> 10 Grandview Rd., Bow, NH 03304 |
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SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF BROOKLINE, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Tad Putney - Town Manager tputney@brookline.nh.us (603) 673-8855 | <u>Contact Address:</u> 1 Main St, Brookline, NH 03033 |
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CITY OF CLAREMONT, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Victor St. PierrePublic Works Director vstpierre@claremontnh.com Phone: (603) 504-0353 <u>Main</u> (603) 542-7020 | <u>Contact Address:</u> Department of Public Works 8 Grandview Street Claremont, NH 03743 |
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TOWN OF CONWAY, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Paul DegliAngeli, PE Director of Public Works Email: pauld@conwaynh.org Phone: (603) 447 - 3811 x 24 | <u>Contact Address:</u> Town of Conway NH 1634 East Main St. Center Conway, NH 03813 |
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CITY OF DOVER, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> J. Michael Joyal, City Manager Email: m.joyal@dover.nh.gov Direct: (603) 516-6023 | <u>Contact Address:</u> 288 Central Avenue Dover, NH 03820 |
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TOWN OF EPPING, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Greg Dodge Email: administrator@townofepping.com Phone: (603) 679-5441 | <u>Contact Address:</u> Town of Epping Attn: Town Administrator 157 Main St. Epping, NH 03042 |
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TOWN OF EXETER, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Je Jennifer Royce Perry, P.E., Director ^[SEP] Exeter Public Works ^[SEP] jperry@exeternh.gov (603) 773-6157 | <u>Contact Address:</u> Exeter Public Works ^[SEP] 13 Newfields Road ^[SEP] Exeter, NH 03833 |
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TOWN OF FARMINGTON, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Arthur Capello Town Administrator Email: farmingtona@metrocast.net Phone: (603) 755-2208 | <u>Contact Address:</u> 356 Main Street Farmington, NH 03835 |
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SIMILAR PROJECTS – CLIENT REFERENCES

TOWN OF FRANCONIA, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Holly Burbank Town Administrator Email: townadmin@franconianh.org Phone: (603) 823-7752 | <u>Contact Address:</u> Town of Franconia NH 421 Main Street Franconia, NH 03580 |
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TOWN OF GILFORD, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Scott J. Dunn, Town Administrator Email: sdunn@gilfordnh.org Phone: (603) 527-4706 | <u>Contact Address:</u> Town of Gilford 47 Cherry Valley Road Gilford, NH 03249 |
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TOWN OF GORHAM, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Denise Vallee Director of Finance & Administration Email: dvallee@gorhamnh.org Phone: (603) 466-3322 | <u>Contact Address:</u> Town of Gorham NH 20 Park Street Gorham, NH 03581 |
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TOWN OF GREENLAND, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Karen Anderson Town Administrator Email: KAnderson@greenland-nh.com Phone: (603) 431-7111 | <u>Contact Address:</u> Town of Greenland NH 11 Town Square Greenland, NH 03840 |
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TOWN OF HAMPSTEAD, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Sally Theriault Town Administrator Email: sally.theriault@comcast.net Phone: (603) 329-4100 ext. 100 | <u>Contact Address:</u> Town of Hampstead NH 11 Main Street Hampstead, NH 03841 |
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TOWN OF HAMPTON, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> John Hubbard jhubbard@northhampton-nh.gov | <u>Contact Address:</u> Town of Hampton NH 11 Airport Hampton, NH |
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TOWN OF HENNIKER, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Christine Trovato – Town Manager | <u>Contact Address:</u> Town of Henniker, NH 18 Depot Hill Rd. Henniker, NH 03242 |
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SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF HOLLIS, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Todd J. Croteau, Public Works Director tcroteau@hollisnh.org 603-465-2246 | <u>Contact Address:</u> 10 Muzzey Rd. Hollis NH, 03049 |
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TOWN OF HOOKSETT, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Nicholas P. Germain, MPA ngermain@hooksett.org 603-485-8472 | <u>Contact Address:</u> Town of Hooksett 35 Main Street Hooksett NH 03106 |
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TOWN OF JAFFREY, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Jon Frederick, Town Manager Randall W. Heglin, Director Dep. of Public Works rheglin@townofjaffrey.com 603-532-6521 | <u>Contact Address:</u> Town of Jaffrey, NH 23 Knight Street Jaffrey, NH 03452 |
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CITY OF KEENE, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Duncan Watson Assistant Public Works Director Email: dwatson@ci.keene.nh.us Phone: (603) 352-6550 | <u>Contact Address:</u> City of Keene NH 350 Marlboro Street Keene, NH 03431 |
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TOWN OF KINGSTON, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Susan Ayer - Admin Assistant to the Selectmen Email: admin@kingstonnh.org Phone: (603) 642-3342 ext. 103 | <u>Contact Address:</u> 163 Main St, Kingston, NH 03848 |
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TOWN OF LISBON, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Sharon Penney Lisbon Town Administrator Email: townadmin@lisbonnh.org Phone: 603-838-6376 | <u>Contact Address:</u> Town of Lisbon 46 School St. Lisbon, NH 03585 |
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TOWN OF MERRIMACK, NEW HAMPSHIRE - Competitive Award

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| <u>Client Contact Information:</u> Kyle Fox Public Works Director Email: kfox@merrimacknh.gov Phone: (603) 427-5137 | <u>Contact Address:</u> Town of Merrimack NH 6 Baboosic Lake Road Merrimack, NH 03054 |
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SIMILAR PROJECTS – CLIENT REFERENCES

TOWN OF MILFORD, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Mark Bender Town Administrator Email: mbender@milford.nh.gov Phone: (603) 240-0601 | <u>Contact Address:</u> Town of Milford NH 1 Union Square Milford, NH 30355 |
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TOWN OF NEW CASTLE, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> William Stewart Select Board Chair Email: bill.stewart@newcastlenh.org New Castle, NH 03854 | <u>Contact Address:</u> Town of New Castle NH 49 Main Street New Castle, NH 03854 |
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TOWN OF NEWFIELDS, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Donna Newman Email: donnaneuman@newfieldsnh.gov Phone: (603) 755-2208 | <u>Contact Address:</u> Town of Newfields NH 65 Main Street Newfields, NH 03856 |
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TOWN OF NEWINGTON, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Kevin Kelley Email: kkelley@townofnewingtonnh.com Phone: (603) 426-7640 | <u>Contact Address:</u> Town of Newington NH 205 Nimble Hill Rd Newington, NH 03801 |
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TOWN OF NEWMARKET, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Steve Fournier Town Administrator Email: sfournier@newmarketnh.gov Phone: (603) 659-3617 | <u>Contact Address:</u> Town of Newmarket NH 186 Main Street Newmarket, NH 03857 |
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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> John Hubbard DPW Director jhubbard@northhampton-nh.gov 603-365-6778 | <u>Contact Address:</u> Town of North Hampton NH North Hampton, NH 03857 |
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TOWN OF PETERBOROUGH, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Seth MacLean Operations Manager, DPW P: 603.924.8000, ex. 102 C: 603.831.8814 www.townofpeterborough.com | <u>Contact Address:</u> Town of Peterborough, NH 1 Grove St. Peterborough NH 03458 www.peterboroughprojects.info |
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TOWN OF PITTSFIELD, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Cara Marston Town Administrator Email: cmarston@pittsfieldnh.gov Phone: (603) 435-6773 | <u>Contact Address:</u> Town Hall 85 Main Street Pittsfield, NH 03263 |
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CITY OF PORTSMOUTH, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Peter Rice Public Works Director Email: phrice@cityofportsmouth.com Phone: (603) 427-1530 | <u>Contact Address:</u> Department of Public Works 680 Peverly Hill Rd Portsmouth, NH 03801 |
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TOWN OF RINDGE, NEW HAMPSHIRE – Competitive Award

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| <u>Client Contact Information:</u> Mike Cloutier – Public Works Director Email: rindgepw@town.rindge.nh.us Phone: (603) 899-5181 | <u>Contact Address:</u> 30 Payson Hill Road Rindge, NH 03461 |
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CITY OF ROCHESTER, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Michael Riley Municipal Services Supervisor-Facilities Email: michael.riley@rochesternh.net Phone: (603) 332-4096 | <u>Contact Address:</u> Rochester NH DPW 45 Old Dover Road Rochester, NH 03867 |
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CITY OF SOMERSWORTH, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Michael Bobinsky Director of Public Works and Utilities Email: mbobinsky@somersworth.com Phone: (603) 692-4266 | <u>Contact Address:</u> 1 Government Way Somersworth, NH 03878 |
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TOWN OF STRATHAM, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> David Moore, Town Adminstartor Email: dmoore@StrathamNH.gov Phone: 603 772-7391 x 181 | <u>Contact Address:</u> Town of Stratham, NH 10 Bunker Hill Road Stratham, NH 03885 |
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TOWN OF SUGAR HILL, NEW HAMPSHIRE

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| <u>Client Contact Information:</u> Margo Connors, Town Manager Email: connorsmargo@gmail.com Phone: 603 823-8575 | <u>Contact Address:</u> Margo Connors P.O. Box 862 Franconia, NH 03580 |
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SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF SUTTON, NEW HAMPSHIRE

Client Contact Information:
Elly Phillips - Town Manager
Email: townadmin@sutton-nh.org
Phone: 603 927-2403

Contact Address:
Town of Sutton
93 Main Street
Sutton Mills, NH 03221

TOWN OF SWANZEY, NEW HAMPSHIRE - Competitive Award

Client Contact Information:
Michael T. Branley, MPA
Town Administrator
Email: mbranley@town.swanzey.nh.us
Phone: (603) 352-7411 ext. 107

Contact Address:
Town of Swanzey NH
620 Old Homestead Highway
Swanzey, NH 03446

TOWN OF TAMWORTH, NEW HAMPSHIRE

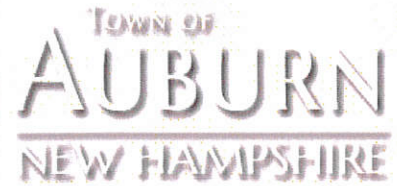
Client Contact Information:
John B. Wheeler Town Administrator
Email: Admin@tamworthnh.org
Phone: 603 323-7971

Contact Address:
Town of Tamworth
84 Main Street
Tamworth, NH 03886

TOWN OF WHITEFIELD, NEW HAMPSHIRE

Client Contact Information:
Shawn C. White
Public Works Director
Email: whitefielddpw@ne.rr.com
Phone: (603) 837-2202

Contact Address:
Town of Whitefield NH
56 Littleton Road
Whitefield, NH 03598



Our Project Approach

Design

Affinity LED believes that all municipal street-lighting conversion projects should start with a 'simple designed retrofit'. This practical approach looks at existing street-light placed during the comprehensive investment grade GIS audit and represented as Affinity "proposed wattages". We then work with the Town to make practical real world adjustments.

If a full certified designed is required Affinity partners with NCQLP Certified Independent Lighting Designers to provide an independent analysis of existing street lighting within the Town of Auburn, who will use the following GIS-based mapping and street & roadway data to inform the Town's design plan and replacement streetlight standard for the new LED lighting conversions. Typical considerations are:

- Street classification, roadway and lane width, presence of medians and sidewalks
- Vehicular, bike and pedestrian activity levels, inclusive of accident or incident data for specific street zones
- Presence of sensitive receptors such as schools, hospitals and elderly housing
Public gathering sites such as auditoriums, stadiums and theaters
- Input from Town personnel such as Traffic Engineers, Bike/Ped Coordinators, Transportation Planners, Police and Fire, and Parks and Recreation
- Current streetlight type, light source, wattage, mounting height and bracket arm length.
- Aerial and street level photographs to identify residential vs commercial zones.
- Zoning maps may also be used to identify lighting classification zones such as unique neighborhoods where lower light levels or shielding may be desired.

Our deliverable will provide the best solution based on site conditions for safety of the residents of the Town of Auburn. Our experience also confirms that much of the existing lighting layout may already meet design goals and objectives, allowing us to focus on the major areas where the data indicates attention is required.

While meeting IES standards of RP-8-14 are always the goal of a uniformed lighting design, not all areas will meet the design requirement due to the common occurrence of non-continuous lighting or irregular pole spacing in many areas of the Town.

Digital Inventory - See GIS Attachment

Project Management

Affinity LED has a proven track record in New England of being capable and competent in executing multiple full turn-key conversions. Examples of full

Turn-Key conversions over 1,000 lights include Augusta ME , Berlin, Claremont, Dover, Keene, Portsmouth, and Rochester, New Hampshire, as well as the State-wide NHDOT roadway conversion. We regularly work on multiple projects simultaneously in the New England region and our project history shows this.

Technology Procurement

Affinity LED offers only our own brand of DLC listed streetlights that are assembled locally at our UL approved manufacturing facility in Dover, NH with a workforce of U.S. Veterans. We are fortunate to be producing "best-in-class" street lighting that has been vetted and selected against the "industry's best" competitor street lighting products.

We partner with you, the Town, to ensure that you get the best products for the best price. All of our municipal partners large or small enjoy the same materials pricing to ensure transparency on all public bids.

All fixture selection is based on the "designed retrofit" plan based on the GIS audit, Certified lighting designer inputs, and all considerations of roadway lighting standards.

AMA Considerations

Affinity LED has been following the AMA and IDSA position on best practices of LED lighting since the article was published. Lead project manager John Branagan sits on the Mt. Agamenticus Steering Committee and is devoted to ensure our 3,000k proposed lighting meets or exceeds the best practices set forth in the AMA position paper. He has also testified before the NH Senate and PUC ensuring others follow with this important guidance. We have you covered!

Installation and Maintenance

A general project schedule will be developed with the town upon selection. Any requested shielding or fixture adjustments would be addressed in the final stages of the installation "punch list" before the project is completed. Regarding maintenance, all products proposed come with a 10-year warranty and the first (1) year is inclusive of labor. Beyond the warranty provision, given the reliability of our products, with a rated life of over 20 years and the extremely low failure rates of LEDs, our experience shows that most lighting failures after a conversion are related to Utility power infrastructure.

Under the current NH PUC tariff Eversource will continue all maintenance service for the Town.

Construction Administration

Our approach to managing the construction phase of a turn-key LED conversion is simple... "plan your work, and work your plan". All members of the Affinity LED "team" work together to ensure a safe, accurate and expeditious conversion, from project kick-off, to GIS audit of the Town's existing inventory, through the design phase, installation, and even through the recycling of legacy lighting equipment.

Our process includes, but is not limited to:

- Performing spot-checks on installed lights to ensure proper installation procedures are being followed.
- Manage installations daily and provide Real Time status updates of the project with an online dashboard view.
- Supporting our installation contractor and ensuring their work meets or exceeds all expectations.

Available grants and rebates relating to the LED conversion project - Affinity has work with Eversource and NH Saves on every project to ensure that we get the maximum incentives as called out in our pricing proposal.

Value Added Services

Our products are locally built by ***US Veterans only 35 miles and about 1 hour from the Town of Auburn.*** In fact, our entire team of partners, from GIS, lighting design, assembly, service, installation, maintenance and recycling are Northern New England Based. Affinity LED is putting a lot of good people from Maine, New Hampshire, and Vermont to work. That's more "*Doing Well and Doing Good!*".

Elimination Of Packaging Waste – See Appendix

The following is a response to items pertaining to **AUDIT**, through out this document you will see that a GIS is important for initial inventory verification and physical location, conducting basic lighting layout review, Utility (Eversource) reconciliation and advance conversion tracking. This service is also the best practice for creating a dashboard for the Town and Affinity to track the conversion in real time. Finally post conversion it is the best resource to report all final changes to Eversource for updated billing.

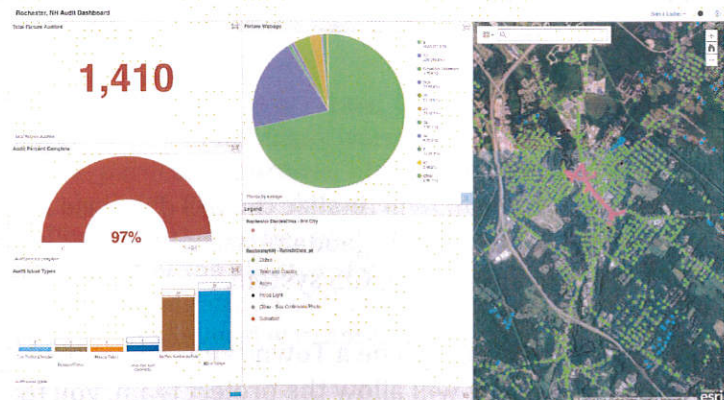
Affinity LED Lighting's GIS Project Team ("Project Team") includes our staff and our subcontractors from **VHB** (Vanasse Hangen Brustlin, Inc.) based in Bedford, NH. Together we will make extensive use of GIS-based technology to support the entire project life-cycle. This task will include confirming the Town-wide street light inventory via field collection audit using GIS-based mobile technologies, developing a comprehensive GIS database, and implementing web-based dashboard that will track the project from inventory to installation to finalization. Key tasks will include:

Geodatabase Design and Mobile Application Configuration

The Project Team will develop a street light Esri Geodatabase design and mobile data collection framework based on Esri's ArcGIS Online technology. Through this process a standardized database will be configured and implemented, data collection and condition assessment standards will be established, and a cloud-based, mobile data collection application (which runs on iOS and Android devices using ArcGIS Collector application) will be configured and implemented.

Field Data Collection and Street Light Audit

The Project Team will confirm your Town's actual installed streetlight assets and gather additional attributes to aid in the conversion and Designed Lighting Retrofit plan using the mobile data collection tools and GIS database developed as part of the previous task. To complete this effort, we will make use of iPad mobile data collection devices running a custom-configured version of ArcGIS On-line's "Collector" application. As the field crew completes an audit, they will save the data, in real-time, to our cloud-based database. A web-based dashboard application will allow the project team to track progress (in real time), notify the project team of problems, and to support the installation process.



Inventory Reconciliation, Data Review , and Lighting Design Support

Upon completion of the inventory audit, the Project Team will conduct a quality review of the field audit data and complete a inventory reconciliation. During this process, we expect to reconfirm the Town's current inventory, but may find a small percentage of street lights that either a) should be on the ledger but are not, or b) are on the ledger but should not be. The Affinity Team will work with you and Eversource to reconcile as many anomalies as possible and we will provide an "exceptions" list that can be used by the Town to further refine the asset inventory. Once complete, the GIS database is also used to inform our certified lighting designer. By simply overlaying key data points to be considered in the creation of our designed retrofit the GIS process aids the designer and Town Stakeholders in visualizing the resulting plan before the conversion begins.

Retrofit Project Tracking System

The Project Team will implement technologies that will support the conversion process. This will include supplying installation teams with the mobile data collection devices used to support the inventory process and development of a project tracking dashboard. As a conversion is completed, install crews will update the GIS database in real-time. A "Project Tracking Dashboard" will be implemented to allow all project stakeholders to track the process in real-time. This will allow Affinity to track progress, generate reports, and even provide weblinks to the Town. The dashboard will be based on Esri's ArcGIS Online technology and will be viewable on any web-browser.



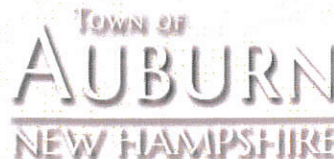
Final GIS Deliverable

The Affinity LED Team will finalize the GIS database and deliver it to you as a seamless, Town-wide Esri File Geodatabase. This geodatabase will conform to the Town's GIS standards and will easily integrate into your existing GIS system.

The result of this task will be a Town-wide, street light Esri geodatabase and a web-based project tracking system that will allow the project team, you to view project status in real-time. This allows our Project Team to effectively communicate with all Town stakeholders, track progress, and notify the Town and Eversource of potential problem areas.



Warranty Statement



Affinity LED Light LLC **Street Lighting – 10 Year Limited Warranty Policy**

This limited warranty is provided by Affinity LED Light LLC ("Seller") to Auburn, New Hampshire ("Purchaser"), as the original purchaser of the LED street lighting products as identified on Seller's invoice reflecting its original purchase (the "Product"). Seller warrants that the Product, when delivered in new condition and in its original packaging, will be free of defects in material and workmanship for a period of **TEN (10) YEARS** from the date of original purchase. The determination of whether the Product is defective shall be made by the Seller, in its sole discretion, with consideration given to the overall performance of the Product. This limited warranty is void if the product is not used for the purpose for which it was designed.

A Product shall not be considered defective solely as a result of the failure of individual LED components to emit light if the number of inoperable components is 10% or less of the total number of LED components in the Product. If Seller determines the Product is defective, Seller will elect, in its sole discretion, to refund the purchase price of the Product, repair the Product, or replace the Product with a comparable product utilizing current technology at the time of replacement.

This limited warranty will not apply to loss or damage to the Product caused by: negligence; abuse; misuse; mishandling; improper installation, storage or maintenance; damage due to acts of God or nature; vandalism; civil disturbances; power surges; improper power supply; electrical current fluctuations; corrosive environment installations; unauthorized alteration/repair; accidents; failure to follow installation, operating, maintenance or environmental instructions prescribed by Seller or applicable electrical codes; or improper service of the Product performed by someone other than Seller or its authorized service provider.

This limited warranty includes field labor and service charges exclusively related to the repair or replacement of the Product determined defective, for a period of **ONE (1) YEAR** from the date of original purchase.

Seller will provide new products or parts in the warranty repair or replacement process, which will be warranted for the remainder of the original warranty period. In order to make a warranty claim, Purchaser must notify Seller in writing within sixty (60) days after discovery of the defect and comply with Seller's other warranty requirements. Upon receiving that notice, Seller may require Purchaser to promptly return the Product to Seller, or its authorized service provider, freight prepaid. Before returning any product, a Returned Material Authorization should be obtained from the Seller, and the RMA # clearly marked on the return packaging. Failure to exercise the above RMA policy and procedures will void all warranty responsibilities on behalf of Affinity LED Light LLC.

The foregoing warranty provisions are exclusive and are given and accepted in lieu of any and all other warranties, whether expressed or implied, including without limitation any warranty against infringement and any implied warranties of merchantability or fitness for a particular purpose. In no event shall Seller be liable for incidental, compensatory, consequential, indirect, special, or other damages. Seller's aggregate liability with respect to a defective product shall in any event be limited to the monies paid to Seller for that defective product. This warranty is effective for purchases of Products on or after the effective date set forth below. Seller reserves the right to modify this warranty from time to time. Any modification of this warranty shall be effective for all orders placed with Seller on or after the effective date of such revised warranty.

Effective Date: Upon Contract / Invoice Date



Elimination of Product Packaging Solid Waste



TOWN OF
AUBURN
NEW HAMPSHIRE

"Auburn, NH avoids 124.5 lbs. of solid waste and 69 lbs of CO2 during their LED Streetlight installation"

Our view of doing business often inspires us to make decisions that cannot be measured in dollars and cents alone. We are taking steps to reduce packaging waste, which has become a common byproduct in industries like ours. Our decision directly lessens the burden on recycling centers and landfills, which further reduces greenhouse gas emissions and supports improved air quality and public health in our local communities. We founded our company on this belief, that...

Doing Well and Doing Good are not mutually exclusive business goals.

In the spirit of *Doing Good*, we have introduced the use of round-trip reusable totes for transporting our locally produced S900 Series Cobraheads from our UL Approved Manufacturing Site in Dover, NH to the cities and towns where our streetlights are being installed. Our decision results in the elimination of corrugated cartons and other packing materials, which would otherwise enter the waste stream... quite the opposite result of our intent for LED lighting conversions.

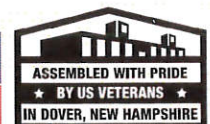
Each one-time use package that we don't use equals the avoidance of 1.5 lbs of solid waste and 0.831 lbs. of CO2*. We've also experienced that the reduction of one time use packaging has made our installation process more efficient, saving time and energy by avoiding trips to offload waste.

Our industry colleagues worry about where to place the dumpster. We don't need one!



(L to R) Steve Lieber, President, Affinity LED - Randy Dixon, Sr. Engineer, Eversource - Vic St. Pierre, Assistant Director DPW, Claremont, NH

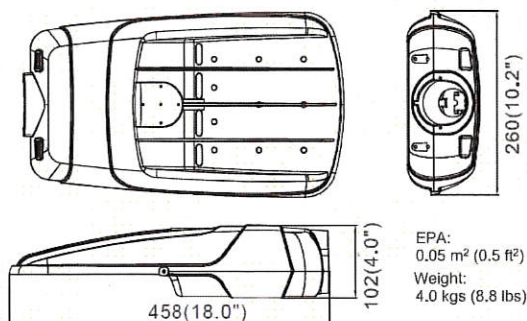
*carbon footprint calculation tool commissioned by the Corrugated Packaging Alliance (CPA)



S900D Series DOB Roadway Luminaire

LED Street & Area Lighting

The S900D Series distills the benefits of combining industry-leading components and extended lifetime DIRECT AC LED technology (DOB) with pragmatic design and American-Built reliability. The outstanding photometric performance results in sites with excellent uniformity, allowing greater pole spacing and lower power density. The S900D Series is the industry's best alternative available for traditional street and area lighting with quick payback and improved performance.



Standard Features

- ★ Revolutionary Patented **Multi-Volt DOB** Technology Eliminates Drivers and Extends Lifetime
- ★ Seoul Semiconductor's new MJT High Powered Series provides Industry Leading Efficiency & Lifetimes
- ★ LED Lifetime Rating > 170,000 hours L70 @55°C (per IESNA TM-21-11)
- ★ Night Sky Friendly (zero uplight) with integrated backlight-shield
- ★ Reduced-glare optical lenses standard in Type II, Type III and Type V photometric distributions
- ★ Available in 3000K, 4000K and 5000K Correlated Color Temperatures
- ★ Tool-Less Entry with Connect-Safe™ for Lineman Friendly installation
- ★ Die-Cast Aluminum Housing and Housing Door with Ultra-durable powder-coat finish that resists corrosion, abrasion and UV-degradation
- ★ Integrated Tilt Adjustment $\pm 5^\circ$
- ★ Built-in Bird-Guard
- ★ Input Voltage: 120-277V, 50/60Hz
- ★ Ambient Operating Temperatures -40°C to +50°C
- ★ Smart Ready with 7-pin Photocontrol Receptacle (per ANSI C136.41) and 0-10V Dimming Capability
- ★ 10-Year Limited Warranty

Product Specifications (S900D - S903D)

| Example: S90XD-XXW-XXK-TX-XX ➡ S901D-50W-30K-T2-GR | | | | |
|--|-------|--|---|--|
| MODEL | POWER | COLOR TEMP (CCT) | DISTRIBUTION | FINISH |
| S900D | 18W | 30K: 3000K 40K: 4000K 50K: 5000K | T2: TYPE II T3: TYPE III T5: TYPE V | BR: BRONZE BL: BLACK WH: WHITE GR: GREY SL: SILVER |
| S900D | 25W | | | |
| S901D | 50W | | | |
| S902D | 75W | | | |
| S903D | 100W | | | |

S900D - S903D Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Actual performance may differ as a result of end user environment and application. Actual wattage may differ by +/- 10% when operating between 120-277V +/- 10%. Contact us directly for performance data on any configurations not shown here.

| MODEL | SYSTEM WATTS | INPUT CURRENT | DIST TYPE | 3000K | | | | |
|-------|--------------|---------------|-----------|--------|---|---|---|-----|
| | | | | LUMENS | B | U | G | LPW |
| S900D | 18W | 155mA | T2 | 2572 | 1 | 0 | 1 | 143 |
| S900D | 25W | 210mA | T2 | 3503 | 1 | 0 | 1 | 140 |
| S901D | 50W | 410mA | T2 | 6195 | 2 | 0 | 2 | 124 |
| S902D | 75W | 645mA | T2 | 9818 | 2 | 0 | 2 | 131 |
| S903D | 100W | 785mA | T2 | 11772 | 3 | 0 | 3 | 118 |

Certifications and Qualifications

- ★ DesignLights Consortium® Qualified Products Listed (DLC QPL)
- ★ UL® Certified Manufacturing Site in Dover, NH
- ★ Certified Electrical & Photometric Measurements (per IESNA LM-79-08)
- ★ Certified to ANSI C136.31-2001 3G Bridge & Overpass Vibration standards
- ★ 10Kv Surge Suppression Protection tested in accordance with IEEE/ANSI C62.41.2
- ★ Luminaire & finish endurance tested to ASTM B1117-11 Salty Fog test standards
- ★ Additional Powder-Coating Strength & Adhesion testing (meets ASTM D454/D522 standards)
- ★ Suitable for Wet Location, meets IP66 (per IEC 60529-2013 standards)
- ★ Meets FCC Part15, Subpart B, Class B per ANSI C63.4-2014
- ★ Meets International Dark Sky Association requirements for reduced glare, light trespass & light pollution
- ★ RoHS Compliant
- ★ American Built by U.S. Veterans

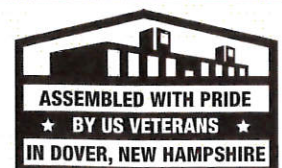


LISTED

**multi-volt
DOB**



AFFINITY LED LIGHT LLC
1 Washington Street #5121, Dover, NH 03820
ph +1-978-378-LED8 (5338)
fax +1-603-590-8897
www.affinityledlight.com





Your Local Team for Lighting Efficiency

Our dedicated staff at Affinity LED Lighting, New England's **only lighting manufacturer**, are committed to saving communities across New England up to 90% on their energy bills through LED upgrades.

Why have **58** local communities trusted Affinity LED for their municipal lighting conversion projects?

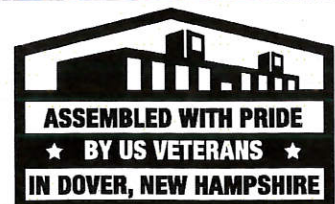
Because we are committed to providing our clients with the **highest quality American Built products** at the lowest cost, safely and professionally installed in an environmentally-friendly way.

That's *Doing Well and Doing Good!*

Photo courtesy of Matthew Nazar, City of Augusta

To find out how Affinity LED can
Do Well and Do Good
for your community,

Call Us! (978) 378-LED8
affinityLEDlight.com





TOWN OF AUBURN, NEW HAMPSHIRE

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



Fire Chief Michael Williams

Deputy Fire Chief Robert Seling

Auburn Fire-Rescue Department Monthly Report August 2020

The Auburn Fire Rescue Department responded to 53 Incidents in the month of August, Incident responses are broken down as listed below:

| | |
|--------------------------|-----------|
| Building Fire: | 0 |
| Vehicle/equipment Fires: | 0 |
| Brush: | 0 |
| Fires, all other: | 0 |
| Alarm Call no fire: | 6 |
| Hazardous Conditions: | 7 |
| Rescue/EMS: | 17 |
| Service calls: | 11 |
| Good intent calls: | 12 |
| Total: | 53 |

Fire Chiefs Report

- Continued working numerous hours worked on COVID-19 both as the Fire Chief and the EMD for the community.
- Station 2 renovations are going well, most of the construction work has been complete, Windows are getting replaced soon, the smoke eaters and the new generator are being scheduled for installation.
- I Attended numerous ZOOM meeting reference to NHEOC and the COVID pandemic.
- Continually updating Operational Policies and Procedures.
- We hosted the bimonthly Auburn Fire Department meeting.
- Held an AFD Fire Officers meeting.
- I Attended the selectmen's meeting to go over my monthly Fire Department report.
- I Submitted monthly call firefighter payroll.
- I Exported the monthly NHIFRS reports to the State of N.H.
- Annual fire hose testing was completed.
- Still working with Derry Fire on a new repeater frequency for both Auburn and Chester Fire.

- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.
- We Continue to evaluate the part time per diem effectiveness, this program has worked extremely well with AFD members filling weekend shifts.

Deputy Fire Chief Bob Selinga

- Assists with Policy and procedure updates. Currently working on a social media policy.
- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Assists the Fire Chief with many department related issues.

Safety Complex (Station 1) Captain Jim Saulnier

- Assisted with the COVID-19 preparedness.
- Assists with filling the per Diem shifts and with managing this program.
- The duty crew responded to 15 calls for service in August.
- The duty crew completed 12 life safety inspections in August.
- Scheduled repairs on the HVAC at the Safety Complex.
- Completed fire hose testing.
- Responds to emergencies as requested.
- Completed monthly Station Captain responsibilities @ Station 1.
- Completed daily Fire prevention activities.

Station 2 Captain (Vacant)

Lieutenant Matt Barsaleau (Crew #1)

- Assisted at Crew detail every other Sunday.
- Worked with crews on training requirements.
- Working on issuing all AFD members webbing.
- Issued PPE as needed and requested.
- Responds to emergencies as requested.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Todd Dignard (Crew #2)

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Ordered and repaired small tools and equipment.
- Worked on dry hydrant and cistern inspections and painting.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, driving, etc.

Lieutenant Chris Szatynski (Crew #3 Training)

- Responds to emergencies as requested.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Serves as the AFD safety Officer.
- Worked on dry hydrant and cistern inspections and painting
- Working on organizing and scheduling monthly fire training.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Pat Glennon (Apparatus)

- Assist with Vehicle maintenance on all AFD apparatus
- Responds to emergencies as requested.

Lieutenant Mike Sullivan (EMS)

- Serves as our EMS coordinator.
- Responded to emergencies as requested.
- Worked on placing new EMS bags in service.
- Coordinates Monthly EMS training schedules.
- Qc's all EMS TEMSIS reports.
- Working on acquiring AED for all fire apparatus.



Auburn Fire August 2020 Statistics

Calls by Day of the Week

| | August 2020 |
|--------------|-------------|
| Monday | 5 |
| Tuesday | 10 |
| Wednesday | 9 |
| Thursday | 4 |
| Friday | 9 |
| Saturday | 2 |
| Sunday | 14 |
| Total | 53 |

Fire / EMS Calls for August 2020

EMS Calls for Service 18

Fire Calls for Service 35

Total Calls For Service 53

Calls by Response Area

| | Aug. 2020 |
|------------------|-----------|
| Grid AFD1 | 5 |
| Grid AFD2 | 4 |
| Grid AFD3 | 10 |
| Grid AFD4 | 15 |
| Grid AFD5 | 2 |
| Grid AFD6 | 2 |
| Mutual Aid Given | 15 |
| Total | 53 |

Fire and Rescue Responses by Type

| | August 2020 |
|-------------------------------|-------------|
| Building Fire | 0 |
| Vehicle/ Heavy Equipment Fire | 0 |
| Brush | 0 |
| Fires, other types | 0 |
| Alarm call no fire | 6 |
| Hazardous Condition | 7 |
| Good Intent | 12 |
| Service Call | 11 |
| Emergency Medical Services | 17 |
| Total Responses | 53 |

Simultaneous Incidents

| | Occurrences | Total | Simultaneous Incidents |
|-----------------------------------|-------------|-------|------------------------|
| Single Call | 49 | 49 | N/A |
| Two Calls Simultaneously | 2 | 4 | 4 |
| Three Calls Simultaneously | 0 | 0 | 0 |
| Four Calls Simultaneously | 0 | 0 | 0 |
| Five or More Calls Simultaneously | 0 | 0 | 0 |
| Totals | | 53 | 4 |

Aug. 2020

8 %

Mutual Aid/Auto Aid Given

| | Aug. 2020 |
|--------------|-----------|
| Bedford | 0 |
| Candia | 4 |
| Chester | 10 |
| Deerfield | 0 |
| Derry | 0 |
| Hampstead | 0 |
| Hooksett | 0 |
| Hudson | 0 |
| Litchfield | 0 |
| Londonderry | 0 |
| Manchester | 0 |
| Northwood | 0 |
| Pelham | 0 |
| Raymond | 1 |
| Salem | 0 |
| Sandown | 0 |
| Windham | 0 |
| Total | 15 |

Mutual Aid Received

| | Aug. 2020 | Time of Day | Count |
|--------------|-----------|---------------|-------|
| Candia | 2 | 00:00 - 00:59 | 2 |
| Chester | 4 | 01:00 - 01:59 | 1 |
| Deerfield | 0 | 02:00 - 02:59 | 3 |
| Derry | 0 | 03:00 - 03:59 | 1 |
| Hampstead | 0 | 04:00 - 04:59 | 0 |
| Hooksett | 0 | 05:00 - 05:59 | 0 |
| Hudson | 0 | 06:00 - 06:59 | 2 |
| Litchfield | 0 | 07:00 - 07:59 | 1 |
| Litchfield | 0 | 08:00 - 08:59 | 2 |
| Londonderry | 0 | 09:00 - 09:59 | 1 |
| Londonderry | 0 | 10:00 - 10:59 | 3 |
| Manchester | 0 | 11:00 - 11:59 | 7 |
| Manchester | 0 | 12:00 - 12:59 | 1 |
| Raymond | 0 | 13:00 - 13:59 | 6 |
| Total | 6 | 14:00 - 14:59 | 3 |

EMD Call Code

| | Aug. 2020 | Time of Day | Count |
|--------------------|-----------|---------------------|-----------|
| ALPHA | 5 | 15:00 - 15:59 | 2 |
| BRAVO | 0 | 16:00 - 16:59 | 0 |
| CHARLIE | 3 | 17:00 - 17:59 | 4 |
| DELTA | 2 | 18:00 - 18:59 | 3 |
| ECHO | 2 | 19:00 - 19:59 | 4 |
| NONE | 6 | 20:00 - 20:59 | 3 |
| OMEGA | 0 | 21:00 - 21:59 | 1 |
| Grand Total | 18 | 22:00 - 22:59 | 3 |
| | | 23:00 - 23:59 | 0 |
| | | Total Alarms | 53 |

ADOPT A CISTERN/DRY HYDRANT PROGRAM



The Auburn Fire Department relies mostly on “Rural” water supply within our town for our fire protection. This means that we have 28 Dry Hydrants and Cisterns to provide us with our water to aid us in our firefighting operations. If these water supply locations become hindered by obstruction such as snow, ice, or overgrown vegetation this may hamper our efforts in providing adequate water supply in a timely fashion.

During the winter months these cisterns and Dry Hydrants can become buried in snow and despite our best efforts we can not always clear out these water supply locations in a timely manner. During the summer months these hydrants can become overgrown with grass and weeds blocking the fire departments connections. If a fire were to occur, time is a critical factor and if the hydrants were not cleared, firefighters would have to take the time to clear the hydrant before taking up firefighting operations. This is the reason why we are asking for your help.

The Auburn Fire Department would like to initiate an “Adopt A Cistern/Hydrant” program for our residents who may live close to one of the critical water supply locations. Although it is not our resident’s responsibility to do so, you could aid in providing a valuable public service. If you could locate a Cistern/Hydrant near your home and take the time to clear snow, vegetation, and debris from these locations, you would be providing a valuable service by keeping these connections clear and open.

Should you decide to participate in our “Adopt A Cistern/Hydrant” program, please contact Captain James Saulnier at 603-483-8141 ext. 110. It is our intention to publicly recognize everyone who can help us in our effort by listing their name and the location of the Cistern/Hydrant.

If for any reason you choose not to participate in this program, we ask you to please be aware of these locations when clearing your driveways and walkways of snow and ice.

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 | | | |

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47 Chester Rd
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55 Eaton Hill Rd
Auburn, NH, 03032

PO Number

Terms

Project

invoice after completion

insulate attic

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

Amount Paid \$0.00

Amount Due \$3,970.00

Discount \$0.00

Shipping Cost \$0.00

Sub Total \$3,970.00

Total \$3,970.00

Bill Herman

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

Hi Todd

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

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

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

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

Please let me know and perhaps we can get the sample done in time for the 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 _____

**Builders Installed Products (340)**

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

PROPOSAL**Customer Address**

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

Job Name

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

Job Address

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

Date: 8/6/2020

Job: 4478808

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

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

DATE: _____ **SIGNATURE:** _____



Spray Polyurethane Foam (SPF) Insulation Fact Sheet

Introduction

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

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

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

Job Site Classifications

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

General Considerations and Guidelines

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

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

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

SPF Contractor Responsibilities

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

General Contractor and/or Homeowner Responsibilities

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

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

New Construction Single Family Homes

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

Multi-Family and Commercial Buildings

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

Existing Homes and Renovations

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

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

HVAC (Heating, ventilation, air-conditioning system)

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

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

COMBUSTIBLE AIR

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

VENTS

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

UNVENTED ATTICS

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

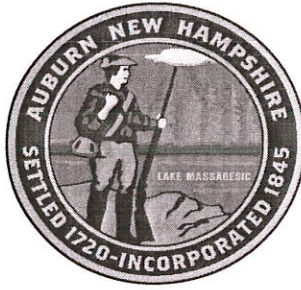
I have read and understand the SPF Insulation Fact Sheet (Fact Sheet). I understand that my IBP sales rep is available to answer any questions I have regarding this Fact Sheet.

FILL IN ALL REVELANT FIELDS BELOW

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

Town of Auburn

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 16, 2020

Re: Town Administrator – Performance Review

In follow-up to the Board's September 14th meeting and performance review discussion, attached is a completed performance evaluation for the Town Administrator for your review and consideration that I believe reflects your conversation.

For your benefit, the Town Administrator is currently at a Labor Grade 20, Step 16 receiving an annual salary of \$94,144. If you approve a step increase, it will advance the Town Administrator to a Labor Grade 20, Step 17 with an annual salary of \$96,027.

The Town Administrator's anniversary date is September 13th. According to the Personnel Policy, the step increase would be retroactive to that anniversary date of September 13, 2020.

Also as discussed, the Town Administrator's current employment agreement expires on April 18, 2021. The Board indicated an interest in extending the employment agreement for an additional three years (which is the same as the last extension).

Should the Board agree with these actions, the motions the Board should consider are as follows:

Move to approve a step increase for the Town Administrator from a Labor Grade 20, Step 16 to a Labor Grade 20, Step 17 based on a positive performance evaluation.

Move to approve an extension of the employment agreement between the Town Administrator and the Town of Auburn for an additional three years to April 18, 2024.

Thank you for your consideration.

**Town of Auburn
Board of Selectmen
September 14, 2020
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Road Agent Michael Dross, Linda Dross, Dale Philips, Amy Lachance, Police Chief Ray Pelton, Jerry Diorio, James Pidhurney, James Fitzgerald, Al Eaton, Jill Dross, Shawn Wheeler, James Fitzgerald, Jr., Carlene Fitzgerald, 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 31, 2020 – \$49,709.13

Mr. Bedard motioned to approve the Payroll Manifest for the week of August 31, 2020 in the amount of \$49,709.13. 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 September 7, 2020 - \$1,058,347.25

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 7, 2020 in the amount of \$1,058,347.25. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of September 14, 2020 - \$53,832.98

Mr. Bedard motioned to approve the Payroll Manifest for the week of September 14, 2020 in the amount of \$53,832.98. 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 September 14, 2020 – \$850.00

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 14, 2020 in the amount of \$850.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 14, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of September 14, 2020 some of which included: a Notice of Intent to Cut Wood, a Notice of Intent to Excavate, Correspondence – Clearing of blockage from Town road drainage system, Deed – Auburn Village Cemetery, Tax Collector Warrant, Annual Reporting NHDRA MS-1 (2020) and MS-535 (2020) and four (4) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of September 14, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

Jerry Diorio & James Pidhurney – Pingree Hill Road Drainage Project

Mr. Diorio sent an email to the Board on August 24, 2020 in which he listed concerns he has about the Pingree Hill Drainage Project. Mr. Diorio noted the main item which he felt was a safety concern was the use of C-throat catch basins in this neighborhood. Mr. Diorio felt these structures pose an extreme hazard to children and pets and they shouldn't be used.

Mr. Diorio provided pictures of the c-throat catch basins and an enlarged photo of the opening. Mr. Pidhurney displayed a large cardboard cutting which displayed the size of the opening. The purpose of the basin is to collect leaves, water, sticks and debris. Mr. Diorio opined another more suitable drainage system could be utilized, although it would be required to be cleaned out a couple of times per year. Mr. Pidhurney indicated a grate could be used to cover the opening.

Shawn Wheeler of 417 Bunker Hill Road asked if these basins were common or unique to the area?

James Fitzgerald of 625 Pingree Hill Road noted there were always skunks falling into drains and other animals trying to dig them out and asked if there were construction plans?

Dan Tatem of Stantec, the Town's engineer, noted he has worked with Road Agent Dross for 14 years. The previous Selectmen had investigated the reconstruction process including a cost analysis and proved Mr. Dross' work efforts which they found superior in quality and price. Moving forward with full engineered construction plans and processes would raise the cost of the work which would translate to increased taxes to involve the engineers further which does not make sense because of the successful history. If there were problems, failures or injuries, he was certain the Town would have already made a change in process. To design and bid out the road work would result in the low-bid industry standard award, and likely change orders that would increase the project costs.

James Fitzgerald, Jr., of 619 Pingree Hill Road asked if residents could take measures, referencing incidents where construction cones were removed after being placed. Mr. Leclair indicated he would prefer residents call or text the Road Agent even if it is just to let him know what has happened and been done.

Mr. Leclair indicated he and Mr. Bedard separately had visited the site and had recommended a meeting with representatives of Stantec and the Road Agent for input and feedback prior to coming before the Board was the appropriate step.

Mr. Leclair indicated he checked with other communities and these are a common design used throughout the state. There are almost 100 here in Auburn. Mr. Leclair had Mr. Tatem contact the manufacturer to see if there were any accidents and found zero instances. Mr. Leclair noted he hoped they could provide some data, that is what drives this. Throughout the country there are millions and we could not find a single instance of an animal or person injured. The basins serve a purpose so we do not have drainage issues and they work.

Mr. Bedard added he has experience with them on his street and his children are around them and near the bus stop. He asked his 12-year old son if he could figure out how to get into it and

he could not. Mr. Bedard noted he trusts the engineering and people putting them in and would like to say put something different in but couldn't find anything that works as well.

Road Agent Dross indicated the basins deal with flood problems and down pours so that roads are not washed out and with grates or a smaller opening would be a constant issue to clean out. He explained the expense that would be involved to draw plans and have to then address additional costs that would be incurred as existing unsuitable materials are dealt with on the project that would not initially be known when the road plans are prepared..

Mr. Leclair indicated there are a couple of ways for the Town to do road work. The Town decided on a Road Agent and that can only be changed by Town vote. Mr. Leclair indicated the Board has looked at 15 years of history of projects overseen by Mr. Dross and his work has been very good and proved out over time with virtually no issues.

Amy Lachance & Chief Pelton – “Trunk or Treat” and Halloween “Trick or Treat”

Mrs. Lachance proposed a Halloween “Trunk or Treat” event from 6 PM to 8 PM as a drive-thru trick or treat at the Safety Complex for Auburn residents only. They are requesting a portion of Eaton Hill Road be closed from 5 PM to 9 PM for this activity and the Board agreed with that request. Mr. Leclair indicated emergency vehicles would need to be able to get in and out.

Chief Pelton expressed concerns with a small spike in COVID cases. He indicated at this point there has been no guidance from the State concerning “Trick or Treat” activities in general, so he wanted to wait a few more weeks before deciding what happens for “Trick or Treat”. Mrs. Lachance agree to assist in posting information on the Town website and various community Facebook pages webpage if cases were to continue to rise to an extent that would cancel the event. She will also work to include a reference in the October Town Crier.

Chief Pelton indicated a spooky walk is being organized by the Auburn Village School PTA to be held at Wayne Eddows.

Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton indicated there are four new cases and one officer has been quarantined due to an exposure. He indicated the school reopening went well and there is plenty of PPE.

GOFERR and Elections Funding – CARES Act

Mr. Herman indicated the Town has timely submitted for the third reimbursement period and anticipates the Town will receive the \$59,750 balance of the Town's allotment of CARES Act funds. He felt the Town would know within a week or two.

Mr. Herman noted he also anticipates approximately \$3,500 from funding available through the Secretary of State's office due to the additional absentee ballots sent out and cast during the September State Primary election.

New Business

Camera System – Eddows Recreational Field

The Board discussed locations for the cameras. Mrs. Lachance recommended moving the dumpster to open a more visible coverage area for the camera system. An additional camera

will be added at a cost of \$1,083.93, bringing the project total to \$5,072.87. Mr. Bedard noted signage will serve as an additional deterrent.

NHDES Recommendation for Municipal-wide Lawn Watering Restrictions

Mr. Herman provided communications from the NH Department of Environmental Services (NHDES) asking municipalities to adopt an ordinance to restrict water usage in private wells for things like watering lawns and washing cars during the declared drought. The Board was not in favor of proposing such an ordinance.

HealthTrust FY2020 Return of Surplus

Mr. Herman indicated HealthTrust would be returning a surplus of \$18,500 for health insurance, dental and short-term disability. The Finance Office will work to pro-rate the funds amongst the covered employees, retirees, Cobra participant and the Town, all of whom paid portions of the premium costs.

New Hampshire 10 Miler Road Race – August 28, 2021

Millennium Running wrote to schedule its road race for next year on August 28, 2021. Chief Pelton noted this year's race went well with 15-minute start intervals which resulted in no road closures. Next year will likely return to the regular format. The Selectmen had no objections to the request and asked the Police Department to continue to work with the organizers.

Federal Allowance of Deferment of Payroll Taxes

Mr. Herman provided the Board with information on the President's Executive Order which allows employers to defer employee payroll taxes from September 1 to December 31, 2020. The Board was not in favor of implementing this process as the employees have to pay this back as a lump sum which could result in a hardship or the employer may have to cover both employee and employer costs.

Old Business

Insulation Project – Safety Complex

Mr. Leclair indicated Jim Enquist from J.E. Painting Plus went up to the attic of the Safety Complex to see if the handling unit could be boxed in and noted it was not possible to get anything larger than a 2x6 in there, let alone a sheet of plywood. Mr. Rolfe will reach out to Quality Insulation for a review and price quotation.

Update on Sale of Surplus Vehicles

Mr. Herman noted the sale of the second Ford Interceptor at auction had not been completed and it was re-auctioned on September 9th to a party for \$6,000. He recommended if this sale is not completed, the Town should place it for sale in the October 22nd State auction.

LED Street Light Conversion Project – Bid Canvas Report

Mr. Herman provided two proposals that were received as a result of the request for proposals issued for the LED streetlight conversion project as of the September 9th deadline.

Mr. Bedard noted he will be working in Dover this week and can stop in at Affinity and look at the designs. Mr. Leclair noted he would like to know locations where their products are in operation so he can see a running sample.

Town Hall Tree Removal/Replacement

Mr. Herman provided an estimate for the removal and replacement of the tree and stump in front of Town Hall for \$3,800. The cost of replacement with a 3" caliper tree including installation is \$675.

Road Agent Dross indicated he could get the bucket truck for the day for \$1,325 and need a chipper and stump grinder. Mr. Bedard noted \$675 is reasonable for the replacement tree and installation.

Mr. Leclair noted the new tree could be offset from the center of the property so the roots will not get into the septic and potentially some additional shrubs could be planted out front. The funds could come from the 175th Anniversary fund.

Mr. Rolfe motioned to authorize Road Agent Dross to facilitate the removal of the old tree and stump in front of Town Hall as proposed and authorize replacement with a 3" diameter sugar maple at a cost of \$675 to come from the 175th Anniversary Fund. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Recreation Storage Building

Mr. Herman reported it appears the Town will be receiving the State Revenue Sharing funds in October that were dedicated to the building of a Recreation storage building. He indicated there are no plans to act on, the project had only been verbalized among the Board members. Mr. Rolfe noted he will stake out a 20'x40' area after the E-Waste event on September 26th. The next step would be to pour the concrete base. Mr. Leclair noted the structure could have three interior bays separated by chain link so it could be used by Parks & Recreation, Police & Fire to do away with their storage unit costs. The exterior should be in keeping with the nearby Safety Complex. Mr. Bedard noted there should be a parking pad for winter access.

Report/Comments of Ex-officio Board Representatives

Mr. Rolfe indicated the Planning Board met and approved the parking area expansion at the Longmeadow Church and had a conceptual review with Matt Scott of HQ Properties for its third phase of commercial storage buildings.

Mr. Bedard noted Highway Safety will reconvene on Wednesday evening.

Mr. Leclair noted the Budget Committee will begin meeting in a month or so, in person.

Other Business

Mr. Bedard asked when the Town Hall would be power washed? Mr. Herman will reach out to the contractor to confirm a date.

Mrs. Lachance reported she received one resume in response to the advertisement for a facilities manager and will repost in the Town Crier's October 9th edition.

Mr. Leclair indicated a letter is going out concerning a Ledgewood Drive catch basin which was blocked with rocks. They will have until September 21st to remove the blockage, or the Town will have to take further action. He indicated if the Town must go out to do the work, there will be a bill to the property owner for it. Road Agent Dross indicated if no action is taken, the system will begin to eat its way back to the neighbor's driveway.

Next Meeting/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

Minutes

- August 24, 2020 Public Meeting

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

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

Employee Performance Review/Compensation of a public employee

Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3 II (a) & (b). Mr. Rolfe seconded the motion. A roll call vote was taken – Mr. Leclair – aye, Mr. Bedard – aye and Mr. Rolfe – aye. The motion passed unanimously.

The meeting room was closed to the public at 8:31 PM.

Mr. Leclair motioned to come out of non-public session at 8:55 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

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

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:55 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