

**Town of Auburn
Board of Selectmen
Town Hall
October 19, 2020**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable Manifest for the Week of October 5, 2020 -- \$1,183,669.76
Approval of Accounts Payable Manifest for the Week of October 5, 2020 -- \$26,127.00
Approval of Payroll Manifest for the Week of October 12, 2020 -- \$55,985.66
Approval of Accounts Payable Manifest for the Week of October 19, 2020 --
Approval of Consent Agenda – Week of October 19, 2020

- () Public Hearing** (previously advertised)
Withdrawal & expenditure of \$16,929.58 from the Town Properties Rehabilitation
Expendable Trust Fund and acceptance & expenditure of \$8,300 in a rebate grant from
Eversource for conversion of streetlights to LED units.

() Appointments with the Board

- ❖ Police Chief Ray Pelton – Body Cameras
- ❖ Presentation of FY 2021 Town Budget and Updated Capital Improvement Plan

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

General Update on Town Issues
GOFERR and Elections Funding – CARES Act
Elections Funds – Center for Tech and Civic Life Grant

() New Business

Library Building and Property Review Efforts
Review of Four Town Buildings – Interior LED Lighting
Maintenance Surety Release – Anderson Way
Unanticipated Expense - Repair to Tanker #1

() Old Business

Insulation Project – Safety Complex

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Monday, October 26, 2020 – Board of Selectmen’s Meeting – 7:00 PM
Monday, November 2, 2020 – Board of Selectmen’s Meeting – 7:00 PM

() Minutes

- September 28, 2020 Public Meeting

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

Consideration of hiring a person(s) as a public employee

() Adjourn

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

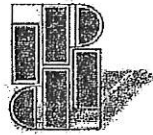
PUBLIC NOTICE

PUBLIC HEARING

Pursuant to RSA 31:95-b and Article 21 of the 1999 Town Meeting and RSA 31:19-a and Article 6 of the 2019 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, October 19, 2020 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of unanticipated revenues in the amount of \$8,300.00 in a rebate grant from Eversource, and the withdrawal and expenditure of \$16,929.58 from the Town Properties Rehabilitation Expendable Trust Fund for the project of converting the Town's existing streetlights to LED units.

The total cost of the project is \$25,229.58 and would be covered entirely by these two funding sources.

Board of Selectmen
Town of Auburn
October 9, 2020



PELMAC INDUSTRIES
I N C O R P O R A T E D

PROPOSAL

Number 020Q1699
Date Oct 6, 2020

Salesperson
Paul Trapane

Proposal Submitted to:

Auburn Police Department

Mr. Chip Chabot
55 Eaton Hill Road
PO Box 339
Auburn, NH 03032

Title Lieutenant
Email Address cchabot@townofauburnnh.com

Phone (603)483-2134
Fax (603)483-2013

Site name
Auburn Police Department
55 Eaton Hill Road
PO Box 339
Auburn, NH 03032

Site Contact Person Mr. Chip Chabot
Site Phone (603)483-2134

Site Fax (603)483-2013

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
12	W100 Body Worn Camera	\$785.00	\$9,420.00
2	W701 Docking Station 8 Bay	\$664.00	\$1,328.00
1	W800 System Controller	\$1,328.00	\$1,328.00
3	TW1102 Magnet Mount (5 Pack)	\$519.00	\$1,557.00
1	S1132 Recorder 64TB	\$8,341.00	\$8,341.00
1	Cisco Small Business Switch, 8 Ports, Unmanaged Wall Mountable	\$102.00	\$102.00
1	Cable, Connectors & Electrical	\$174.00	\$174.00
1	Installation	\$1,520.00	\$1,520.00

This Proposal to Include: Body Cameras
Lead times are about 10 weeks out.

Total Investment: \$23,770.00

*Applicable Sales Tax and
Permit Fees Not Included*

Warranty: The above equipment and installation carries our **12 Month** warranty covering all PARTS, LABOR and TRAVEL. This warranty does not apply to equipment failure or services rendered due to misuse, tampering, operator error or Acts of God.

Terms Deposit: Equipment Deposit Due Upon Approval: **\$22,250.00**
Balance: Due Upon Job Completion: **\$1,520.00**

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

Note: This proposal may be withdrawn by us if not accepted by: **11/10/2020** PELMAC Ind, Inc. Authorized Signature

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____ **Customer Signature:** _____ **Title:** _____

12 Commercial Court Auburn, NH 03032 800-244-5916 603-623-5916 FAX 603-647-7712
www.pelmac.com e-mail: sales@pelmac.com

"Modern Technology... Old Fashioned Service"

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

Bill Herman

From: Bill Herman, CPM, Town Administrator

Date: October 16, 2020

Re: Proposed FY 2021 Town Budget and Capital Expenditures

For the third year, we are continuing the adjusted Town budgeting process to enable the Board to first receive a complete budget package to be able to see the "big picture" before beginning to meet with each department, board and commission individually.

At the outset, I want to acknowledge the sincere efforts of all the Town departments, officials and employees for again working through their own budget processes much earlier in the year than they are used to in order to be able to compile this budget. And Finance Director Adele Frisella and Finance Assistant Patricia Rousseau should be specifically noted for all their work to assist departments as needed, and to compile the individual pieces into the total package you are receiving.

In compiling this budget, we have included all the budget requests made through the individual departments and have not made any changes to those requests so the Board will see the entirety of the requests. The Board will be able to work through the specifics with the individual department heads, boards and commissions as they usually do when individual units make their budget presentations to the Board.

In very simple terms, the budget requests for FY 2021 total \$5,883,776. This compares to the current 2020 Town budget of \$5,567,955, or an increase of \$315,821 (5.67%).

With this document, it is important to note what is included in the budget and what is not included in the budget as of yet.

- For example, all the wage lines throughout the budget are included at the current rate of pay for all positions or what they are expected to be by the end of FY 2020. There is no funding included for any step increases or COLA adjustment. However, in the area of finance, adjustments have been made for the retirement of the Finance Director and the resulting transition in personnel.
- Several items such as health insurance, dental insurance, and NH Retirement System (NHRS) are included with known rate increases (9% for health, 4% for disability and no increase for dental and life. There is also an average 20% increase for NHRS). All of those rate increases take effect on July 1st, so are reflected in the FY 2021 budget proposal for the last half of the year only.

- In the budget document, we have included several capital appropriations, all of which are included in the Town's Capital Improvement Plan for 2021 – 2026 that has been adopted by the Planning Board. A few of these items include the commencement of Electronic Records Storage for Town Hall records (\$25,000), ice skating rink improvement for family skating (\$5,500), a library sizing needs assessment (\$15,000); replenishment of funds to both the Town Property Improvement and the Town Fleet Maintenance funds (\$20,000) and the establishment of a Cistern & Dry Hydrant Expendable Trust Fund (\$5,000).
- There are also increases and decreases proposed in various operational line items including accounts dealing with elections (-\$21,000); Highway Shimming (+\$50,000); full-year provision of Per Diem Wages for firefighter coverage (+\$9,856); Fire Truck maintenance (+18,050); Highway Summer Subcontractors (+\$50,000), Street Lights (-\$7,000), Library Maintenance (+\$9,560) and Library Lending Materials (+\$3,536) to identify a few.
- I would be remiss if I did not note the Capital Improvement Plan (CIP) has recommended less money for a specific area than what has been requested by a Town official. This is in the area of Road Reconstruction where the Road Agent has recommended the amount of \$650,000 and the CIP has recommended an appropriation of \$600,000.
- And finally, as footnoted at the bottom of the budget document, there are three departments not reporting on requested budgets at this time – Planning & Zoning, Conservation and Town Clerk. So listed items are an estimate (at least concerning elections) or are the 2020 budget amount carried forward.

Hopefully, this advance look at the entirety of the proposed Town budget and the approved Capital Improvement Program will be helpful to the Board in preparing for the budget work and review ahead over the next several months.

Thank you for your consideration.

Attachments

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: October 16, 2020

Re: Undesignated Fund Balance and Reserve Funds Accounts

As part of the Board's work efforts for the FY 2021 budget, it may be helpful for the Board to be aware of what the current state of the Town's undesignated fund balance and the three reserve fund accounts as we move forward.

The Undesignated Fund balance as of December 31, 2019 has been established at \$2,750,634 (unaudited).

The recommended level for a municipality to retain is between 5% and 17% of;

- ✓ the municipality's appropriations, plus
- ✓ the statewide enhanced education amount, plus
- ✓ the local school net tax commitment, and
- ✓ the county appropriation.

For Auburn in October 2019, the NH Department of Revenue Administration advised those perimeters as follows:

5% - \$939,136

17% -- \$3,193,063

With a balance of \$2,750,634, Auburn is at 17.03%, which is at the top range of the recommended range.

With respect to the reserve funds, we currently have the following approximate balances for these funds:

- Town Buildings Rehabilitation Fund - \$132,771.84 (The only expense yet to come from the buildings fund is the cost of the insulation project for the Safety Complex.)
- Town Property Rehabilitation Fund - \$75,263 (We will be paying the Town's expense for the streetlights conversion (\$16,929.58) from this fund which will reduce the balance to \$58,333.42.)
- Fleet Maintenance and Replacement Fund -- \$25,000

Thank you for your consideration.

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4130-1-110-1	Finance Director	62,147.08	63,667.92	66,730.96	68,576	51,028.68	56,952	56,952	-17%
01-4130-1-110-2	Finance Assistant	46,443.51	46,471.90	45,018.86	45,672	35,349.42	56,297	56,297	23%
01-4130-1-110-3	Town Administrator	83,942.05	86,876.69	91,876.29	94,174	71,313.09	96,027	96,027	2%
01-4130-1-110-4	Land Use Coordinator	45,217.25	46,692.95	50,185.88	51,853	38,783.50	52,483	52,483	1%
01-4130-1-120-0	Board of Selectmen Secretary	-	-	1,458.75	2,000	975.00	2,000	2,000	0%
01-4130-1-120-1	Highway Safety Secretary	8.11	60.00	120.00	205	45.00	205	205	0%
01-4130-1-130-1	Selectman Chair Stipend	3,098.88	3,380.98	3,589.99	3,684	2,758.41	3,684	3,684	0%
01-4130-1-130-2	Selectman Seat Two Stipend	2,830.65	3,088.00	3,278.98	3,365	2,519.55	3,365	3,365	0%
01-4130-1-130-3	Selectman Seat Three Stipend	2,830.65	3,087.98	3,278.98	3,365	2,519.55	3,365	3,365	0%
01-4130-1-130-4	Trustee of Trust Funds Stipend	292.00	301.00	311.00	319	-	319	319	0%
01-4130-1-130-5	Trustee of Cemeteries Stipend	-	400.00	662.01	679	-	679	679	0%
01-4130-2-250-1	Selectmen Expenses	3,750.00	3,750.00	3,750.00	3,750	2,812.50	3,750	3,750	0%
01-4130-6-620-1	Town Report	2,043.07	1,451.27	2,000.00	1,500	1,419.76	1,500	1,500	0%
01-4130-6-660-2	Voter Guide	3,700.00	3,902.60	4,275.00	4,400	4,497.49	4,400	4,900	11%
Executive Department Total		256,303.25	263,131.29	276,536.70	283,542	214,021.95	285,025	285,525	1%
01-4140-1-120-1	Deputy Town Clerk	9,177.29	5,824.14	6,327.53	10,227	7,214.92	11,648	11,648	14%
01-4140-1-120-2	Town Clerk/Tax Collector Assistant	-	-	-	1	-	1	1	0%
01-4140-1-130-1	Town Clerk Salary	54,010.06	56,007.08	58,175.00	60,178	43,414.48	60,902	60,902	1%
01-4140-1-165-0	Election Personnel	4,975.00	6,300.00	2,300.00	14,500	5,992.50	4,000	4,000	-72%
01-4140-1-165-5	Checklist Supervisors	2,883.65	3,148.03	1,169.08	6,500	4,319.74	1,300	1,300	-80%
01-4140-6-620-2	Record Preservation	7,600.00	3,630.00	4,000.00	4,000	-	4,000	4,000	0%
01-4140-6-645-1	Town Clerk Dues & Conferences	1,692.20	1,801.35	2,177.86	3,600	55.00	3,600	3,600	0%
01-4140-6-650-1	Law Books	1,294.45	64.45	797.95	1,000	913.13	1,000	1,000	0%
01-4140-6-660-0	Election Expenses	4,595.94	6,178.86	3,512.00	14,500	6,751.18	4,000	4,000	-72%
01-4140-6-660-1	Dog Tags	411.54	417.56	421.02	450	-	450	450	0%
Election, Regis & Vital Stats Total		86,640.13	83,371.47	78,880.44	114,956	68,660.95	90,901	90,901	-21%
01-4150-1-120-1	Deputy Tax Collector	6,230.38	2,781.05	3,342.04	5,114	4,173.51	11,648	11,648	56%
01-4150-1-120-2	Deputy Treasurer Stipend	330.00	340.00	351.00	360	-	360	360	0%
01-4150-1-120-3	Budget Committee Secretary	1,000.00	135.00	314.25	1,061	33.75	1,061	1,061	0%
01-4150-1-130-1	Tax Collector Salary	41,167.42	42,689.64	44,493.04	45,725	34,863.54	46,430	46,430	2%
01-4150-1-130-2	Treasurer Stipend	2,515.56	2,643.00	2,758.05	2,830	2,118.99	2,830	2,830	0%
01-4150-3-310-1	Audit	11,500.00	11,950.00	12,000.00	13,000	6,240.50	13,000	13,500	4%
01-4150-3-310-2	Deed Research	320.00	528.00	720.00	750	437.00	750	900	17%
01-4150-3-330-2	Annual Assessing Update	27,424.96	88,459.25	37,596.20	28,000	20,928.00	28,000	28,000	0%
01-4150-6-620-1	Tax Bill Printing	2,776.84	2,852.58	2,904.72	3,100	2,387.35	3,150	3,150	2%
01-4150-6-645-1	Tax Collector Education	870.00	946.25	730.00	950	40.00	950	1,025	7%
Financial Administration Total		94,135.16	153,324.77	105,209.30	100,890	71,222.64	108,179	108,904	7%
01-4153-3-350-1	Legal Expenditures	35,207.48	22,269.16	28,994.14	25,000	10,152.85	25,000	25,000	0%
01-4153-3-350-2	Labor Relations	6,230.51	8,001.72	1,866.25	5,000	740.00	5,000	5,000	0%
Legal Expenditures Total		41,437.99	30,270.88	30,860.39	30,000	10,892.85	30,000	30,000	0%
01-4155-2-210-1	Health Insurance (All Departments)	275,745.55	278,592.82	275,103.15	342,688	276,804.97	356,967	356,967	4%
01-4155-2-211-1	Dental Insurance (All Departments)	15,718.61	15,914.27	17,119.23	18,543	15,595.77	15,992	15,992	-14%
01-4155-2-213-1	Disability Insurance (All Departmen	6,831.99	7,348.06	6,692.68	8,221	6,189.32	8,679	8,679	6%
01-4155-2-214-1	Life Insurance (All Departments)	3,275.87	2,329.34	3,323.32	2,686	2,168.50	2,394	2,394	-11%
01-4155-2-220-1	General SS	26,861.58	28,161.71	28,948.81	33,841	21,161.25	33,235	33,235	-2%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4155-2-221-1	Medicare	6,286.48	6,465.12	6,769.88	7,914	4,952.56	7,773	7,773	-2%
01-4155-2-230-1	Retirement Group I	40,205.14	40,835.30	42,064.13	41,006	31,488.41	49,314	49,314	20%
01-4155-2-290-0	Longevity Pay	9,600.00	9,850.00	9,300.00	9,600	-	11,350	11,350	18%
	Personnel Administration Total	384,525.22	389,496.62	389,321.20	464,499	358,360.78	485,704	485,704	5%
01-4191-1-120-1	Planning & Zoning Secretary	-	-	-	1	-	1	1	100%
01-4191-1-120-4	Zoning Board Secretary Salary	-	-	-	-	-	-	-	0%
01-4191-2-250-1	P/Z Mileage	263.22	-	426.88	500	-	500	500	0%
01-4191-3-320-1	P/Z Engineering Services	378.00	-	-	4,000	-	4,000	4,000	0%
01-4191-3-350-1	P/Z Legal Expenditures	14,656.46	12,604.60	4,962.00	16,000	5,998.00	16,000	16,000	0%
01-4191-3-390-1	P/Z Maps	(650.00)	650.00	-	650	-	650	650	0%
01-4191-3-390-2	Master Plan & Regulatory Updates	32,879.21	8,370.50	9,163.50	20,000	3,219.00	20,000	20,000	0%
01-4191-3-390-3	P/Z Recording Fees	-	-	-	250	-	250	250	0%
01-4191-6-620-1	P/Z Printing	-	547.16	-	1,000	471.00	1,000	1,000	0%
01-4191-6-645-0	P/Z Dues, Workshops, Seminars	50.00	270.00	125.00	1,200	50.00	1,200	1,200	0%
01-4191-6-650-1	P/Z Books	167.75	-	174.50	500	185.25	500	500	0%
01-4191-6-670-1	P/Z Printed Forms & Supplies	-	-	-	50	-	50	50	2%
01-4191-6-680-1	P/Z Legal Ads	2,790.75	3,593.77	4,180.30	3,000	1,430.50	3,000	3,000	0%
	Planning & Zoning Total	50,535.39	26,036.03	19,032.18	47,151	11,353.75	47,151	47,151	0%
01-4194-1-120-1	Janitorial Salary	11,022.64	14,849.72	12,737.32	18,497	10,220.51	11,946	11,946	-35%
01-4194-5-510-1	Town Hall Telephone/Internet	4,594.77	3,700.92	4,405.09	4,400	3,861.85	5,280	5,280	20%
01-4194-5-510-2	Highway Telephone/Internet	1,069.73	1,254.12	1,103.55	1,300	707.25	1,050	1,050	-19%
01-4194-5-510-3	PD/ACO Telephone/Internet	9,932.18	9,551.78	9,440.35	10,200	7,586.11	10,370	10,370	2%
01-4194-5-510-4	FD/OEM Telephone/Internet	7,058.86	7,954.27	7,398.61	6,000	5,297.41	7,900	7,900	32%
01-4194-5-510-5	P & R Telephone/Internet	(13.23)	-	-	1	-	550	550	54900%
01-4194-5-520-1	Town Hall Electric	4,264.46	5,082.99	3,309.74	3,800	2,796.77	4,200	4,200	11%
01-4194-5-520-2	Highway Electric	2,561.58	2,641.42	2,923.44	3,500	1,929.31	3,100	3,100	-11%
01-4194-5-520-3	Safety Complex Electric	13,097.53	14,103.62	12,501.34	13,500	8,755.67	12,500	12,500	-7%
01-4194-5-520-4	Pingree Hill Electric	1,993.53	2,447.81	2,416.34	2,500	1,771.08	2,650	2,650	6%
01-4194-5-520-5	P & R Electric	2,093.10	2,201.13	2,058.67	2,200	882.27	1,500	1,500	-32%
01-4194-5-530-1	Town Hall Heating	2,377.19	4,018.11	3,320.75	4,500	1,293.90	3,500	3,500	-22%
01-4194-5-530-2	Highway Heating	6,661.49	3,426.70	4,013.05	4,500	2,259.51	4,500	4,500	0%
01-4194-5-530-3	Safety Complex Heating	8,862.29	12,483.77	11,378.44	14,000	8,515.62	14,000	14,000	0%
01-4194-5-530-4	Pingree Hill Heating	2,128.55	3,181.92	3,228.83	3,000	1,904.82	3,000	3,000	0%
01-4194-5-550-1	Repairs & Maintenance	2,760.26	2,529.86	4,374.15	4,900	1,773.75	4,900	8,634	76%
01-4194-5-550-2	Municipal Property Mowing	25,807.00	27,980.00	35,101.12	34,900	21,335.52	34,900	34,900	0%
01-4194-5-560-1	Plant Costs	4,974.61	4,497.62	5,231.41	3,740	4,657.00	3,740	4,830	29%
01-4194-6-660-1	Bottled Water	325.83	153.21	35.10	1	-	1	-	-100%
01-4194-6-660-2	Janitorial Supplies	565.21	46.24	42.37	400	-	400	200	-50%
	Government Buildings & Mainten Tc	112,137.58	122,105.21	125,019.67	135,839	85,548.35	129,987	134,610	-1%
01-4195-1-120-0	Cemetery Secretary/Administration	-	-	-	257	-	257	257	0%
01-4195-1-120-1	Cemetery Salary/Wage	1,185.61	755.16	-	616	-	616	616	0%
01-4195-3-380-0	Cemetery Mowing	12,505.00	14,010.00	12,306.25	12,200	7,606.00	12,200	13,000	7%
01-4195-3-380-1	Cemetery Fertilization	1,130.00	3,784.00	10,009.50	10,010	7,704.00	10,010	11,000	10%
01-4195-3-388-0	Cemetery Property Maintenance	8,835.55	1,946.00	6,031.97	6,500	-	6,500	6,500	0%
01-4195-3-390-0	Cemetery Mapping	1,022.50	813.00	747.50	1,200	-	1,200	1,200	0%
01-4195-5-550-1	Robie Cemetery	-	-	1,150.00	2,000	2,040.50	2,000	-	-100%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4195-5-550-2	Longmeadow Cemetery	4,455.50	5,336.00	-	-	19,000.00	-	-	0%
01-4195-5-660-0	Cemetery Supplies	92.50	245.74	29.96	600	153.52	600	600	0%
01-4195-5-690-0	Cemetery Miscellaneous	206.87	-	-	300	-	300	300	0%
01-4195-5-720-0	Cemetery Mileage	-	445.81	481.98	500	33.12	500	500	0%
01-4195-6-645-0	Cemetery Dues & Membership	50.00	80.00	210.00	200	60.00	200	200	0%
	Cemeteries Total	29,483.53	27,415.71	30,967.16	34,383	36,597.14	34,383	34,173	-1%
01-4196-6-695-1	Municipal Property Liability	34,909.50	70,714.00	68,597.15	73,025	74,597.00	77,986	77,986	7%
01-4196-6-695-2	Unemployment Compensation	92.33	1,191.00	1,191.00	926	926.00	926	926	0%
01-4196-6-695-3	Workers' Compensation	38,071.00	40,160.00	25,443.61	40,644	40,644.17	46,349	46,349	14%
01-4196-6-695-4	Insurance Retention (Claims)	1,190.00	2,326.49	620.00	3,000	(1,275.89)	3,000	3,000	0%
	Insurance Total	74,262.83	114,391.49	95,851.76	117,595	114,891.28		128,261	9%
01-4197-0-001-1	NH Municipal Association	5,049.00	5,269.00	5,483.00	5,555	5,555.00	5,600	5,600	1%
01-4197-0-001-2	Southern NH Planning	3,412.17	3,560.39	3,649.47	3,782	3,712.59	3,821	3,821	1%
	Advertising & Regional Assoc Total	8,461.17	8,829.39	9,132.47	9,337	9,267.59		9,421	1%
01-4199-1-120-1	Village Crier Editor	1,257.08	586.54	-	1	-	1	1	0%
01-4199-2-290-2	General Reimbursement	4,246.29	3,808.65	4,623.77	4,000	1,540.53	4,000	3,000	-25%
01-4199-3-310-2	General Consulting Services	36,057.68	15,712.64	14,051.21	20,630	11,637.86	20,630	13,500	-35%
01-4199-3-340-1	Contracts Software & Maintenance	31,690.85	35,005.37	46,764.38	33,619	32,928.18	33,619	41,570	24%
01-4199-3-390-1	Tax Map Update	5,250.00	1,800.00	6,380.00	6,100	4,300.00	6,100	5,000	-18%
01-4199-3-390-4	General Recording Fees	298.22	253.20	326.80	400	223.20	400	350	-13%
01-4199-5-410-1	Bank Charges/Fees	393.49	396.51	-	320	-	320	150	-53%
01-4199-6-610-1	General Office Equipment	6,080.86	5,615.98	2,342.64	6,000	8,204.61	6,000	6,000	0%
01-4199-6-611-1	Copy Machine Lease	1,128.39	653.61	-	1	-	1	4,000	399900%
01-4199-6-620-3	Newsletter	19,355.39	18,423.90	20,748.56	22,000	13,835.31	22,000	21,000	-5%
01-4199-6-630-1	General Postage	7,467.92	6,526.87	6,833.93	7,000	5,578.00	7,000	7,000	0%
01-4199-6-645-1	Conferences, Seminars & Dues	1,345.39	2,829.59	3,900.94	4,000	788.33	4,000	4,000	0%
01-4199-6-670-1	General Office Supplies	4,831.69	5,230.73	5,807.93	6,000	5,572.40	6,000	6,000	0%
01-4199-6-680-1	General Advertising	582.56	298.15	-	550	-	550	450	-18%
01-4199-6-690-1	Miscellaneous Budget Expenditures	958.95	1,451.89	1,906.03	1,250	99.38	1,250	1,250	0%
	General Government Total	120,944.76	98,593.63	113,686.19	111,871	84,707.80	111,871.00	113,271	1%
01-4210-1-110-1	Police Chief Salary	83,851.03	85,575.85	126,650.27	90,710	70,938.41	94,568	94,568	4%
01-4210-1-110-2	Full Time Officers Wages (5)	233,251.06	298,614.68	317,021.33	357,862	239,252.29	354,962	354,962	-1%
01-4210-1-110-3	Records Manager	39,913.69	39,292.34	43,627.27	46,413	34,260.96	46,478	46,478	0%
01-4210-1-110-4	Office Manager Wage	48,764.30	50,330.79	52,775.42	56,086	42,484.57	54,856	54,856	-2%
01-4210-1-110-5	Police Lieutenant Wage	77,312.01	79,889.86	81,893.69	86,030	67,216.71	89,776	89,776	4%
01-4210-1-110-6	Police Sergeants Wages (2)	49,558.43	71,193.47	76,960.71	145,132	108,245.85	151,051	151,051	4%
01-4210-1-110-7	Police Wages	75,922.13	78,979.53	62,854.65	-	2,050.18	-	-	0%
01-4210-1-120-1	Part Time Officers Wages (8)	73,620.06	48,667.49	68,199.60	57,132	37,321.21	61,983	61,983	8%
01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	2,832.29	2,695.75	2,331.89	5,000	1,410.02	5,000	5,000	0%
01-4210-1-150-2	Selective Traffic Control	5,741.05	4,305.13	5,509.64	4,000	2,495.53	4,000	4,000	0%
01-4210-1-150-3	Police Witness Fees	1,944.11	1,296.57	982.33	2,000	113.85	2,000	2,000	0%
01-4210-1-150-4	PD OHRV	-	-	-	1	-	1	1	0%
01-4210-1-160-1	Shift Differential	6,351.38	6,770.76	6,496.58	7,000	5,081.76	7,000	7,000	0%
01-4210-2-220-1	Police SS (PT/Office Staff)	8,859.03	8,118.05	8,319.58	10,172	6,780.62	9,508	9,508	-7%
01-4210-2-221-1	Police Medicare (Full/Part Time)	9,066.62	9,877.27	10,540.03	12,556	8,181.75	12,767	12,767	2%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4210-2-235-1	Police Retirement	159,137.11	194,610.16	197,542.08	206,327	148,087.03	228,102	228,102	11%
01-4210-2-290-1	Police Uniforms	8,004.96	6,279.62	8,617.87	9,400	3,670.00	9,400	9,000	-4%
01-4210-3-340-1	Police Computer Services	22,385.90	43,512.80	19,550.01	23,100	19,346.61	23,100	23,500	2%
01-4210-3-360-1	Police Custodial Services	7,018.55	7,536.40	7,360.00	7,120	4,919.28	7,120	7,120	0%
01-4210-3-370-1	Police Medical Services	1,350.00	1,266.99	1,028.70	1,200	957.05	1,200	1,200	0%
01-4210-3-390-0	Police Court Prosecutor	18,999.96	18,999.96	18,999.96	20,000	15,000.03	20,000	20,000	0%
01-4210-3-390-1	Police Radar	990.62	1,334.16	731.26	850	663.99	850	2,350	176%
01-4210-3-390-2	Police Radio Maintenance	8,299.28	6,151.05	3,704.05	5,000	6,670.22	5,000	5,000	0%
01-4210-3-390-3	Police Training	5,580.92	4,695.97	3,958.34	4,550	4,215.00	4,550	4,550	0%
01-4210-3-390-4	Police Photography	346.55	281.93	370.97	300	37.69	300	300	0%
01-4210-3-391-0	Police Public Relations	3,143.19	3,527.35	3,509.33	3,500	2,655.36	3,500	3,500	0%
01-4210-5-560-1	Police Plant Costs	8,268.46	9,197.31	10,034.40	7,380	3,120.26	7,380	7,000	-5%
01-4210-6-610-1	Police Equipment	5,144.07	6,973.80	6,085.71	6,000	7,359.20	6,000	6,200	3%
01-4210-6-610-2	Police Office Equipment	1,740.55	2,030.32	2,074.47	2,000	1,892.69	2,000	2,000	0%
01-4210-6-630-1	Police Postage	559.32	478.69	492.69	600	466.85	600	600	0%
01-4210-6-640-1	Police Subscriptions	3,981.65	4,096.32	3,568.54	4,000	3,212.80	4,000	4,100	3%
01-4210-6-660-1	Police Firearms	6,658.18	5,684.72	6,243.25	5,800	5,279.25	5,800	5,800	0%
01-4210-6-660-2	Police Supplies	587.43	1,990.02	1,458.43	2,250	484.00	2,250	2,250	0%
01-4210-6-660-3	Police Canine Supplies	2,481.32	3,032.90	2,936.91	3,000	1,898.47	3,000	3,000	0%
01-4210-6-660-4	Police Commission Expenses	-	-	-	100	-	100	100	0%
01-4210-6-670-1	Police Office Supplies	1,609.34	2,201.86	2,084.18	2,250	1,001.96	2,250	2,250	0%
01-4210-6-680-1	Police Advertising	80.00	200.06	-	200	-	200	200	0%
01-4210-6-690-1	Police Other Contingencies	55.50	177.00	198.53	200	51.30	200	200	0%
01-4210-7-700-1	Police Cruisers	69,092.36	73,492.51	59,495.88	74,500	90,981.91	74,500	69,000	-7%
01-4210-7-700-2	Police Motorcycle	3,885.00	3,094.90	3,485.00	3,500	3,360.00	3,500	3,500	0%
01-4210-7-710-1	Police Cruiser Maintenance	10,570.28	11,713.40	10,357.09	10,550	8,507.26	10,550	10,550	0%
01-4210-7-720-1	Police Cruiser Fuel	19,464.25	23,346.82	21,690.28	25,000	13,109.07	25,000	22,500	-10%
	Police Department Total	1,086,421.94	1,221,514.56	1,259,740.92	1,308,771	972,780.99	1,344,404	1,337,824	2%
01-4215-3-390-1	Derry Ambulance Service	80,082.50	83,896.00	84,735.00	86,858	86,857.55	89,463	89,463	-100%
	Ambulance Total	80,082.50	83,896.00	84,735.00	86,858	86,857.55	89,463	89,463	2.999148
01-4220-1-110-0	Fire Full Time Salaries	117,148.22	115,854.44	103,147.34	141,323	97,545.00	127,241	127,241	-10%
01-4220-1-120-0	Fire Chief Salary	-	-	29,665.07	35,750	26,900.56	38,923	38,923	9%
01-4220-1-160-1	Fire Personnel Stipend	63,758.94	42,808.95	59,085.71	51,863	34,392.85	51,750	51,750	0%
01-4220-1-160-2	Fire Per Diem Personnel	-	-	-	13,440	8,560.00	23,296	23,296	73%
01-4220-2-220-1	Fire SS	1,429.52	1,554.56	5,317.88	3,216	2,716.37	4,653	4,653	45%
01-4220-2-221-0	Fire Medicare	1,723.49	1,702.77	2,646.44	3,328	2,187.23	3,506	3,506	5%
01-4220-2-235-0	Fire Retirement (Group II)	33,144.35	36,372.47	25,766.26	42,694	28,746.22	40,312	40,312	-6%
01-4220-3-370-1	Fire Occupational Health & Safety	-	242.00	580.58	3,205	2,229.36	3,205	3,150	-2%
01-4220-3-390-2	Forest Fires	-	-	-	1	-	1	1,000	99900%
01-4220-3-390-3	Fire Equipment Maintenance	1,035.11	5,013.38	4,531.33	4,500	4,216.35	4,500	4,500	0%
01-4220-3-390-4	Fire Radio Repair	1,111.32	199.30	2,347.13	1,000	1,611.80	1,000	1,500	50%
01-4220-3-390-5	Derry Dispatch	45,944.50	48,241.50	52,025.36	55,772	54,049.28	54,349	54,349	-3%
01-4220-3-390-7	Fire & Rescue Training	13,516.11	4,356.19	6,512.63	17,500	5,156.00	17,500	17,500	0%
01-4220-3-390-8	Fire Hazmat	6,556.68	6,623.70	6,968.28	7,249	7,243.90	7,394	7,394	2%
01-4220-5-550-1	Fire Building Maintenance	11,478.96	18,341.17	19,430.87	18,697	20,548.08	18,697	18,197	-3%
01-4220-6-610-1	Fire & Rescue New Equipment	19,282.15	14,306.51	16,411.47	15,896	14,256.11	15,896	15,882	0%
01-4220-6-610-4	Fire New Radios	3,443.77	2,714.30	6,543.83	7,700	2,546.74	7,700	7,700	0%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4220-6-610-6	Fire SCBA Equipment/Maintenance	3,637.54	2,146.95	5,864.46	6,130	2,260.18	6,130	5,480	-11%
01-4220-6-611-1	Fire Water Hydrants	9,806.08	11,945.50	13,540.80	13,112	7,313.61	13,112	13,112	0%
01-4220-6-640-0	Fire Dues, Subscription and Softwa	4,023.10	3,047.44	5,205.87	4,600	4,685.22	4,600	4,600	0%
01-4220-6-660-1	Fire Rescue Supplies	4,692.20	2,060.12	2,599.17	3,000	2,891.20	3,000	3,000	0%
01-4220-6-660-2	Fire Protective Clothing	10,135.77	14,600.19	14,050.79	16,950	7,303.25	16,950	16,950	0%
01-4220-6-670-1	Fire Office & Cleaning Supplies	2,500.76	2,886.77	2,800.86	2,500	2,445.56	2,500	2,500	0%
01-4220-6-690-0	Fire Prevention	-	-	-	1,500	128.00	1,500	1,500	0%
01-4220-6-690-1	Fire Misc Grant	7,236.00	10,066.76	5,969.74	5,000	(203.16)	5,000	5,000	0%
01-4220-6-690-2	Fire Dry Hydrants	520.74	-	44.91	1,500	38.72	1,500	1,500	0%
01-4220-6-690-3	Fire Information Technology	-	7,886.54	6,195.00	5,560	7,013.73	5,560	7,560	36%
01-4220-7-700-1	Fire Truck Lease/Purchase	6,513.41	-	-	-	-	-	-	0%
01-4220-7-710-1	Fire Truck Maintenance	19,099.19	44,345.65	43,194.76	27,900	27,706.73	27,900	45,950	65%
01-4220-7-720-1	Fire Apparatus Fuel	7,696.78	7,673.11	8,511.60	9,000	6,024.08	9,000	9,000	0%
	Fire Department Total	395,434.69	404,990.27	448,958.14	519,886	380,512.97	516,674	537,004	3%
01-4240-1-110-1	Building Inspector Salary	54,858.33	56,065.02	59,353.16	61,104	44,249.03	61,104	61,104	0%
01-4240-3-320-1	Building Inspector Engineering Serv	-	-	-	500	-	500	500	0%
01-4240-3-350-1	Building Inspector Legal Expenditur	5,438.49	(862.67)	(840.00)	5,000	100.00	5,000	5,000	0%
01-4240-5-510-1	Building Inspector Cell Phone Reim	600.00	600.00	600.00	600	400.00	600	600	0%
01-4240-6-610-1	Building Inspector Office Equipment	409.99	449.99	-	500	-	500	500	0%
01-4240-6-645-0	BI Dues, Workshop, Seminars	1,080.00	3,235.17	3,326.00	3,500	540.00	3,500	3,000	-14%
01-4240-6-650-1	Building Inspector Books	240.99	501.99	620.89	500	-	500	500	0%
01-4240-6-660-1	Building Inspector Safety Equipmen	109.99	-	-	150	154.99	150	150	0%
01-4240-6-670-1	Building Inspector Printing, Forms &	350.50	-	278.68	300	-	300	300	0%
01-4240-7-710-1	Building Inspector Vehicle Repairs &	816.02	158.12	64.95	750	315.00	750	750	0%
01-4240-7-720-1	Building Inspector Fuel/Mileage	518.05	586.46	520.32	500	366.88	500	350	-30%
	Building Inspection Total	64,422.36	60,734.08	63,924.00	73,404	46,125.90	73,404	72,754	-1%
01-4290-0-550-0	OEM (FEMA) Expenditure	-	40,286.10	-	1	-	1	1	0%
01-4290-3-390-1	OEM Training	-	-	-	1	-	1	1	0%
01-4290-3-395-1	OEM Public Media	-	8,100.00	-	1	-	1	1	0%
01-4290-5-510-1	OEM Communications	(53.96)	-	-	1	-	1	1	0%
01-4290-6-610-1	OEM Equipment & Gear	293.27	-	-	1,800	856.86	1,800	1,800	0%
	Emergency Management Total	239.31	48,386.10	-	1,804	856.86	1,804	1,804	0%
01-4299-0-391-0	Town Details	-	244.54	500.00	1,000	-	1,000	1,000	0%
	Other Public Safety Total	-	244.54	500.00	1,000	-	1,000	1,000	0%
01-4312-1-130-1	Highway Road Agent Stipend	1,901.70	2,062.98	2,194.95	2,253	1,687.14	2,253	2,253	0%
01-4312-3-385-1	Highway Shimming	99,806.47	131,410.72	97,827.64	180,000	122,183.81	180,000	230,000	28%
01-4312-3-385-2	Highway Spr/Summer Storms	16,714.56	7,475.00	7,192.50	8,500	8,342.50	8,500	8,500	0%
01-4312-3-385-3	Highways Summer Subcontractor	193,003.07	172,832.35	224,240.93	150,000	190,556.71	150,000	200,000	33%
01-4312-3-385-4	Highway Road Striping	8,569.62	20,678.50	22,040.01	21,000	-	21,000	21,000	0%
01-4312-3-385-5	Highway Tree/Brush Cutting	42,640.00	32,332.50	34,291.25	42,000	24,470.00	42,000	42,000	0%
01-4312-3-385-6	Highway Crack Sealing	-	-	-	1	-	1	1	0%
01-4312-3-385-7	Highway Cold Patch	4,991.45	9,267.95	21,399.05	5,000	13,993.93	5,000	10,000	100%
01-4312-3-385-8	Highway Summer Gravel/Bankrun	41,802.80	1,145.55	1,767.78	1	2,469.24	1	1,500	149900%
01-4312-3-385-9	Highway Summer Misc Supplies	1,443.72	120.44	11,427.22	3,000	1,559.62	3,000	1,600	-47%
01-4312-3-386-3	Highway Winter Subcontractor	496,592.59	389,852.14	434,368.71	382,000	197,285.95	382,000	382,000	0%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4312-3-386-4	Highway Winter Salt	174,253.74	203,178.80	174,744.16	170,000	82,544.32	170,000	170,000	0%
01-4312-3-386-5	Highway Winter Sand	-	1,694.17	4,114.32	5,000	699.84	5,000	5,000	0%
01-4312-3-386-6	Highway Winter Repairs	6,005.94	13,102.62	7,687.68	9,000	1,702.54	9,000	9,000	0%
01-4312-3-387-2	Highway Bridge & Culvert	7,225.00	6,601.53	-	5,000	39,474.43	5,000	5,000	0%
01-4312-3-387-4	Highway Guardrails, Gates, Etc.	-	-	-	1,000	67.98	1,000	1,000	0%
01-4312-3-388-1	Highway Signs & Safety Equipment	4,616.18	1,637.45	3,499.26	3,500	564.45	3,500	2,500	-29%
01-4312-3-388-3	Highway Special Hwy Grant	76,615.00	4,568.75	-	-	-	-	-	0%
01-4312-3-390-0	Highway Catch Basin Maintenance	4,295.00	5,040.00	4,907.10	5,000	4,042.72	5,000	5,000	0%
01-4312-3-390-2	Highway Storm Water Maintenance	14,749.02	2,237.50	5,960.00	15,000	-	15,000	10,000	-33%
	Highways & Streets Total	1,195,225.86	1,005,238.95	1,057,662.56	1,007,255	691,645.18	1,007,255	1,106,354	10%
01-4316-3-390-1	Public Street Lighting	13,963.57	12,703.10	14,818.07	14,000	10,731.93	7,000	7,000	-50%
	Street Lighting Total	13,963.57	12,703.10	14,818.07	14,000	10,731.93	7,000	7,000	-50%
01-4324-3-390-1	Solid Waste Hazardous	10,267.07	7,927.34	9,258.82	10,050	9,650.00	10,150	10,150	1%
01-4324-5-390-0	Landfill Monirtoring	9,100.00	10,200.00	10,500.00	15,700	8,300.00	10,000	10,000	-36%
01-4324-5-390-1	Roadside PickUp Container	-	-	-	1	-	1	1	0%
	Solid Waste Disposal Total	19,367.07	18,127.34	19,758.82	25,751	17,950.00	20,151	20,151	-22%
01-4411-1-120-1	Health Officer Stipend	1,624.00	1,672.00	1,728.00	1,773	886.50	1,773	1,773	0%
01-4411-1-120-2	Deputy Health Officer Stipend	522.00	537.00	277.50	570	285.00	570	570	0%
01-4411-2-250-1	Health Mileage	8.42	-	-	100	-	100	100	0%
01-4411-6-645-1	Health Dues & Memberships	255.00	70.00	35.00	255	45.00	255	255	0%
	Health Administration Total	2,409.42	2,279.00	2,040.50	2,698	1,216.50	2,698	2,698	0%
01-4414-1-120-1	Animal Control Salary	17,385.58	18,092.94	18,937.30	19,539	14,873.05	19,824	19,824	1%
01-4414-2-250-1	Animal Control Mileage	748.10	678.55	800.69	600	613.09	600	600	0%
01-4414-3-370-1	Animal Control Medical	-	-	-	200	-	200	200	0%
01-4414-3-390-1	Animal Control Veterinarian Charge	65.00	210.00	54.00	300	367.00	300	300	0%
01-4414-3-390-2	Animal Control Boarding	255.00	215.00	325.00	300	190.00	300	300	0%
01-4414-6-645-1	Animal Control Education	150.00	300.00	432.82	250	-	250	250	0%
01-4414-6-645-2	Animal Control Dues	40.00	40.00	-	40	-	40	40	0%
01-4414-6-660-1	Animal Control Miscellaneous	820.53	358.26	606.64	700	481.02	700	700	0%
	Animal & Pest Control Total	19,464.21	19,894.75	21,156.45	21,929	16,524.16	22,214	22,214	1%
01-4415-3-370-1	Visiting Nurse	2,500.00	-	2,500.00	2,500	2,500.00	2,500	2,500	0%
01-4415-3-370-2	CASA	-	-	-	-	-	-	500	100%
01-4415-3-370-4	Child and Family Services	500.00	500.00	500.00	500	-	500	-	-100%
01-4415-3-370-5	Home Health & Hospice Care	1,000.00	1,000.00	1,000.00	1,000	-	1,000	1,000	0%
01-4415-3-370-6	Lamprey Health Care	500.00	500.00	500.00	500	500.00	-	-	-100%
01-4415-3-390-1	Social Services-Meals on Wheels	1,300.00	1,375.00	1,375.00	1,375	1,375.00	1,875	1,875	36%
	Health Agencies & Hospitals Total	5,800.00	3,375.00	5,875.00	5,875	4,375.00	5,875	5,875	0%
01-4442-0-002-1	General Welfare Assistance	15,430.83	8,876.62	5,472.35	15,500	7,940.66	15,500	15,500	0%
01-4442-1-120-1	Welfare Officer Stipend	1,984.99	334.72	-	-	-	-	-	0%
	Direct Assistance Total	17,415.82	9,211.34	5,472.35	15,500	7,940.66	15,500	15,500	0%
01-4444-3-390-1	RCCAP	4,471.00	4,471.00	4,471.00	4,471	4,471.00	4,471	4,471	0.00%
	Intergovernmental Welfare Pmts To	4,471.00	4,471.00	4,471.00	4,471	4,471.00	4,471	4,471	0.00%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
01-4520-0-001-1	Recreation Senior Trips	6,587.95	6,124.12	6,224.28	7,000	-	7,000	7,000	0%
01-4520-0-001-2	Recreation Family Events	13,552.42	15,158.28	15,091.34	15,350	5,637.05	15,350	13,350	-13%
01-4520-0-001-3	Recreation Basketball Program	447.92	828.55	-	-	-	-	50	100%
01-4520-0-001-4	Recreation Ski Program	2,799.76	2,658.55	2,757.31	2,800	2,694.55	2,800	2,800	0%
01-4520-0-001-6	Recreation Community Service Awards	187.98	207.30	232.80	250	-	250	150	-40%
01-4520-0-001-7	Recreation Soccer Program	825.45	1,899.29	1,760.83	1,900	1,927.39	1,900	1,900	0%
01-4520-0-001-8	Recreation Senior Dinners	1,429.38	1,651.77	1,242.47	1,800	1,552.59	1,800	1,800	0%
01-4520-1-120-1	Recreation Coordinator Salary	12,034.24	16,951.09	21,001.48	31,632	19,581.70	32,916	32,916	4%
01-4520-1-120-2	Recreation Maintenance Worker	23,510.24	24,746.33	30,352.30	29,658	9,324.22	25,884	25,884	-13%
01-4520-2-250-1	Recreational Fuel and Maintenance	2,108.38	2,607.71	2,222.59	2,240	2,943.67	2,240	4,200	88%
01-4520-3-360-1	Recreation Playground & Parks	2,289.10	1,628.28	2,217.12	3,000	1,256.55	3,000	3,000	0%
01-4520-5-550-0	Recreation General Maintenance	7,417.75	20,327.48	25,779.11	13,837	8,298.88	13,837	14,000	1%
01-4520-5-550-4	Recreation Ice Rink	2,502.65	2,210.78	-	200	150.00	200	5,000	2400%
01-4520-5-560-1	Recreation Trash Removal	170.25	681.74	102.31	600	-	600	600	0%
01-4520-5-560-2	Recreation Chemical Toilets	5,380.66	6,224.55	6,116.31	6,520	1,560.00	6,520	6,520	0%
01-4520-5-610-0	Recreation Tools	-	5,415.90	3,177.45	500	63.00	500	500	0%
01-4520-6-670-0	Recreation Office Supplies	144.39	92.07	73.94	200	216.51	200	200	0%
01-4520-9-940-1	Recreation Improvements	-	-	-	-	-	-	25,000	0%
Parks & Recreation Total		81,388.52	109,413.79	118,351.64	117,487	55,206.11	114,996.52	144,870	23%
01-4550-1-110-1	Librarian Salaries	51,842.74	53,699.56	58,371.01	66,980	48,037.39	68,165	68,165	2%
01-4550-1-120-1	Library Assistant Salaries	37,413.45	41,707.14	47,416.20	58,859	33,639.78	49,090	49,090	-17%
01-4550-1-120-2	Library Technical Assistant	8,852.95	8,660.61	9,186.58	9,790	5,241.50	10,432	10,432	7%
01-4550-2-220-1	Library SS	5,807.70	6,172.48	6,840.71	8,409	5,244.82	7,917	7,917	-6%
01-4550-2-221-1	Library Medicare	1,358.30	1,443.55	1,599.93	1,967	1,226.63	1,851	1,851	-6%
01-4550-2-230-1	Library Retirement	5,845.38	6,116.30	6,578.17	7,482	5,109.88	8,759	8,759	17%
01-4550-3-340-0	Library Operating Expenses	35,635.18	41,665.02	47,666.92	-	-	-	-	0%
01-4550-5-535-1	Library Utilities	-	-	434.76	8,900	5,739.94	10,100	10,100	13%
01-4550-5-550-1	Library Maintenance	-	-	180.00	7,250	3,702.75	8,810	16,810	132%
01-4550-5-690-1	Library Computer Systems	-	-	-	7,000	5,559.66	7,000	7,200	3%
01-4550-6-610-1	Library Equip & Furnishing	-	-	-	1	-	1	1	0%
01-4550-6-645-1	Library Training, Prof. Journals	-	-	-	2,300	270.00	2,300	2,300	0%
01-4550-6-650-1	Library Programs	-	-	-	1,150	1,450.67	1,150	1,150	0%
01-4550-6-650-2	Library Lending Materials/Print	-	-	-	9,300	7,381.65	22,048	22,048	137%
01-4550-6-650-3	Library Lending Materials/Electronic	-	-	-	9,212	7,872.23	-	-	-100%
01-4550-6-660-1	Library Supplies	-	-	0.98	2,500	2,122.24	2,500	3,000	20%
Library Total		146,755.70	159,464.66	178,275.26	201,100	132,599.14	200,123.18	208,823	4%
01-4583-0-001-1	Flags	1,482.50	756.62	569.84	6,500	2,600.88	1,500	1,500	-77%
01-4583-0-001-2	Auburn Historical Association	5,000.00	5,000.00	5,000.00	5,000	5,000.00	5,000	5,000	0%
Patriotic Purposes Total		6,482.50	5,756.62	5,569.84	11,500	7,600.88	6,500	6,500	-43%
01-4611-1-120-1	Conservation Secretary Salary	416.40	433.81	46.06	639	-	639	639	0%
01-4611-3-390-0	Conservation Professional Services	-	-	-	450	-	450	450	0%
01-4611-3-390-2	Conservation Maps & Supplies	-	-	195.40	349	-	349	349	0%
01-4611-6-645-1	Conservation Education	175.00	-	-	300	-	300	300	0%
01-4611-6-645-2	Conservation Dues & Memberships	333.00	353.00	350.00	400	350.00	400	400	0%
01-4611-6-660-1	Conservation Natural Resource Inve	-	-	-	1	-	1	1	0%

2021 Full Budget

Acct #	Description	2017	2018	2019	Budgeted 2,020	Expended YTD 2020	Default 2021	Dept 2021	% Chg 20/21
	Conservation Administration Total	924.40	786.81	591.46	2,139	350.00	2,139	2,139	0%
01-4711-4-410-1	Long Term Bond Principle	-	-	-	1	-	1	1	0%
	Principle on LT Bonds & Notes Total	-	-	-	1	-		1	0%
01-4721-4-420-1	Long Term Bond Interest	-	-	-	1	-	1	1	0%
	Interest on LT Bonds & Notes Total	-	-	-	1	-		1	0%
01-4723-4-420-1	Tax Anticipation Interest	-	-	-	1	-	1	1	0%
	Interest on Tax Anticipation Total	-	-	-	1	-		1	0%
01-4901-3-910-3	Recreation Improvements	23,922.93	18,844.73	90,814.45	3,700	630.00	-	5,500	49%
01-4901-9-910-0	Library Land & Bldg Review	-	-	-	28,850	2,842.00	-	15,000	-48%
	Land & Improvements Total	23,922.93	18,844.73	90,814.45	32,550	3,472.00	-	20,500.00	-37%
01-4902-7-700-1	Fire Apparatus Lease/Purchase	72,695.61	172,695.61	120,909.07	120,910	118,968.07	120,909	120,909	0%
	Machinery, Vehicles & Equipmen Tc	72,695.61	172,695.61	120,909.07	120,910	118,968.07	120,909.00	120,909	0%
01-4903-9-920-0	Fire Station #2 Repairs/Upgrades	-	-	-	1	(1,071.50)	-	13,000	1299900%
01-4903-9-920-1	SC Addition/Highway Doors/WE Fe	-	-	32,158.94	43,000	-	-	-	-100%
	Buildings Total	-	-	32,158.94	43,001	(1,071.50)	-	13,000	-70%
01-4909-0-000-0	Improvements Other than Buildings	3,621.62	78,777.84	-	-	-	-	-	0%
01-4909-----	Electronic Record Storage	-	-	-	-	-	-	25,000	100%
01-4909-9-930-0	Road Reconstruction	752,627.47	659,033.64	676,249.57	500,000	273,462.68	500,000	650,000	30%
01-4909-9-930-7	Old Candia & Raymond Rd. Haz. M	120,724.17	-	-	-	-	-	-	0%
	Improvements Other Than Bldgs Tc	876,973.26	737,811.48	676,249.57	500,000	273,462.68	500,000.00	675,000	35%
	Sub Total	5,372,727.68	5,416,806.22	5,486,530.50	5,567,955	3,898,101.16	5,378,781.30	5,883,776.06	5.67%
Warrant Articles									
01-4915-0-000-0	Capital Reserve Transfers	59,900.00	197,879.08	110,000.00	148,000	148,000.00	-	25,000	-83%
	To Capital Reserves Total	59,900.00	197,879.08	110,000.00	148,000	148,000.00	-	25,000.00	-83%
	Grand Total:	5,432,627.68	5,614,685.30	5,596,530.50	5,715,955	4,046,101.16	5,378,781.30	5,908,776	3%

The Salaries/Wages added to Department Request are the Default Wages/Salaries

There are three Departments not reporting on requested budgets at this time; P&Z, Conservation and Town Clerk so listed items are an estimate. Also estimated the for NHMA Fees.

APPENDIX C: SCHEDULE OF CIP PROJECTS, ANNUAL COSTS AND REVENUES

PROJECT OR EQUIPMENT	Department Cost Without Debt/Revenue	Priority Rank (by PB)	Existing Capital Reserve	2021	2022	2023	2024	2025	2026	6-Year Total Costs
Projected ENR (Boston CCI based on avg. growth over past 10-years)				17995	18823	19688	20594			
CEMETERY										
Real Estate Acquisition	\$29,000.00	F					\$29,000.00			\$29,000.00
HIGHWAY DEPARTMENT										
**Griffin Mill Bridge Reconstruction	\$528,000.00	C			\$72,000.00	\$456,000.00				\$528,000.00
80% Reimbursement - Griffin Mill Bridge	-\$422,400.00	C			-\$57,600.00	-\$364,800.00				-\$422,400.00
6-Year Road Reconstruction Program	\$3,600,000.00	N		\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$600,000.00	\$3,600,000.00
SCHOOL										
AVS Addition / Renovation Bond	\$7,058,380.00	C		\$1,174,085.00	\$1,177,110.00	\$1,178,095.00	\$1,177,040.00	\$1,173,495.00	\$1,178,555.00	\$7,058,380.00
General Building Improvements	\$217,000.00	N		\$57,000.00	\$100,000.00	\$60,000.00				\$217,000.00
HVAC Improvements	\$147,350.00	N		\$14,850.00	\$120,000.00	\$12,500.00				\$147,350.00
Plumbing Improvements	\$170,000.00	N		\$57,000.00		\$113,000.00				\$170,000.00
Grounds Improvements	\$125,000.00	N		\$75,000.00		\$50,000.00				\$125,000.00
SELECTMEN										
**Multi-Use Path Along Route 121	\$804,159.00	D				\$804,159.00				\$804,159.00
80% Reimbursement - Multi-Use Path	-\$723,327.00	D				-\$723,327.00				-\$723,327.00
Replenish Town Building Rehabilitation CRF	\$75,000.00	N			\$25,000.00		\$25,000.00		25000	\$75,000.00
Replenish Town Vehicle & Equipment Maintenance ETF	\$40,000.00	N		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00			\$40,000.00
Replenish Town Property Improvement ETF	\$30,000.00	N		\$10,000.00		\$10,000.00		\$10,000.00		\$30,000.00
ADMINISTRATION										
Replace Roof Shingles at Town Hall	\$15,750.00	N			\$15,750.00					\$15,750.00
Electronic Records Storage	\$40,000.00	N		\$25,000.00	\$15,000.00					\$40,000.00
PARKS AND RECREATION										
Maintenance /Storage Building	\$43,000.00	C		\$43,000.00						\$43,000.00
Ice Skating Rink - Family Skating	\$5,500.00	N		\$5,500.00						\$5,500.00
Softball Field Lights	\$65,000.00	D			\$65,000.00					\$65,000.00
Ice Skating Rink - Hockey	\$6,500.00	D				\$6,500.00				\$6,500.00
Replace P&R Truck	\$25,000.00	N					\$25,000.00			\$25,000.00
Walking Running Track at SC Field	\$100,000.00	D						\$100,000.00		\$100,000.00
Fitness Equipment at SC Field	\$20,000.00	F							\$20,000.00	\$20,000.00
Irrigation at SC Field	\$20,000.00	F							\$20,000.00	\$20,000.00
LIBRARY										
Library Sizing Needs Assessment	\$15,000.00	N		\$15,000.00						\$15,000.00
Development of Plans for Building	\$40,000.00	D			\$40,000.00					\$40,000.00
Library / Community Center Construction	\$1,000,000.00	R					\$1,000,000.00			\$1,000,000.00
Capital Campaign Contribution	-\$500,000.00	R					-\$500,000.00			-\$500,000.00
POLICE DEPARTMENT										
Police Cruiser Lease/Purchase Program	\$430,000.00	C		\$43,000.00	\$43,000.00	\$86,000.00	\$86,000.00	\$86,000.00	\$86,000.00	\$430,000.00
Body Cameras	\$80,000.00	N		\$40,000.00	\$40,000.00					\$80,000.00
FIRE DEPARTMENT										
Replace Tanker #2 (Lease/Purchase)	\$400,000.00	N					\$400,000.00			\$400,000.00
Rescue Vehicle Lease/Purchase Program	\$133,950.00	C		\$42,936.00	\$44,628.00	\$46,386.00				\$133,950.00
Cistern / Dry Hydrant Emergency Repairs EFT	\$30,000.00	N		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00
TOTAL CAPITAL EXPENDITURES	\$13,647,862.00			\$2,217,371.00	\$2,314,888.00	\$2,349,513.00	\$2,857,040.00	\$1,974,495.00	\$1,934,555.00	\$13,647,862.00
PROJECTED ASSESSED VALUATION				\$883,471,877	\$891,971,877	\$899,971,877	\$907,971,877	\$915,971,877	\$923,971,877	
ANNUAL TAX RATE IMPACT				\$2.51	\$2.60	\$2.61	\$3.15	\$2.16	\$2.09	
** Projects that are part of an 80% reimbursement plan with State and/or Federal funds. The 80% reimbursements are calculated into the following year's expenditure.										

U=Urgent C=Committed N=Necessary D=Desirable F=Deferrable R=Research I=Inconsistent

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: October 14, 2020

Re: CTCL Covid-19 Response Grant - Elections

On October 9th, Town Clerk Kathleen Sylvia received notice of a national grant program that offered funding to assist local governments across the country cover increased costs for the 2020 elections because of the Covid-19 pandemic. She shared the notice with me, and we looked through the materials and the offering entity, the Center for Tech and Civic Life (CTCL).

The same day we completed the relatively easy and straightforward application process, which mainly consisted of providing basic information about the Town, the number of voters, the size of Town election staff and the 2020 election budget.

On October 12th, we were advised the Town of Auburn had been approved for a \$5,000 grant, that can be used for election related costs. Based on our application, we can use the funds for polling place expenses, temporary staffing, and Election administration equipment.

The time frame for expenses the grant would cover is between June 15 and December 31, 2020, which means we can cover some costs from both the September and November elections with these funds. The federal CARES Act allocation would only cover expenses incurred through October 15th. So, these grant funds will allow us to utilize CARES Act funds for a few other purposes.

Attached is a copy of the CTCL Grant Agreement the Town would have to submit to finalize acceptance of the grant. The CTCL will forward full payment of \$5,000 to the Town upon receipt of the agreement. We will then have to report to the CTCL by January 30, 2021 how the money was spent and, if there is any left not spent, return the unused balance.

Assuming the Board desires to move forward in this direction, the following motions would be appropriate:

Motion to approve the Town of Auburn's entering into a CTCL Covid-19 Response Grant Agreement for receipt of funding that has been made available to the Town of Auburn.

Motion to designate the Town Administrator as the signing authority for the Town of Auburn with the CTCL Covid-19 Response Grant program.

Motion for the Town of Auburn to accept and expend up to \$5,000 in CTCL Covid-19 Response Grant funds without a public hearing or notice being published in a newspaper seven days in advance, by acting under the provisions of RSA 21-P:43 and subject to the terms of the CTCL Covid-19 Response Grant Agreement.

Thank you for your consideration.

Bill Herman

From: grants@techandciviclife.org
Sent: Tuesday, October 13, 2020 10:15 AM
To: Bill Herman
Subject: Approved: CTCL COVID-19 Response Grant
Attachments: Auburn Town, New Hampshire Agreement.pdf

Dear William Herman,

I'm pleased to share that Center for Tech and Civic Life has reviewed your COVID-19 Response Grant application and has approved a grant award totaling **\$5000** USD.

We look forward to promptly disbursing funds, but first we need two things from you:

1. **Disbursement information:** Please provide payment instructions using the CTCL Grant Disbursement Form here: <https://airtable.com/shrnj1ueWISCmnPec>. Note: a member of the CTCL COVID-19 Response Grants team will verify payment details before transmitting funds.
2. **Signed grant agreement:** To release funds CTCL must have a signed copy of your jurisdiction's grant agreement. Please find the agreement for signature attached. Return a signed copy to grants@techandciviclife.org at your earliest convenience. Note: Would you prefer a grant for **less** than the amount CTCL has awarded? Simply respond to this email with your preferred total grant amount and we will update your agreement accordingly.

Once you've (1) submitted payment instructions using the [CTCL Grant Disbursement Form](#) and (2) returned a signed grant agreement to grants@techandciviclife.org, CTCL will process a single payment for the full grant amount.

You can select one of three payment methods with the following disbursement times:

- Wire transfer: 3-4 business days
- ACH: 5-9 business days
- Check: 6-10 business days

Center for Tech and Civic Life has partnered with accounting firm [Marcum LLP](#) to disburse grant funds. Marcum is using [Bill.com](#) to efficiently and securely process payments. After you've completed the [Grant Disbursement Form](#) Marcum will send an email via Bill.com to complete the disbursement process.

Thank you for all you do on behalf of New Hampshire voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

--

Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life | tiana@techandciviclife.org | she/her



CENTER FOR
TECH AND
CIVIC LIFE

October 12, 2020

Auburn Town, New Hampshire

Town Administrator

P.O. Box 309

Auburn, New Hampshire 03032

Dear William Herman,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Auburn Town, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Auburn Town ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$5,000.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Auburn Town in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

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: October 7, 2020

Re: Library Building and Property Review

In the current 2020 operating budget, the Board had budgeted for initial work of planning for a potential expansion of the library and the provision of community center space at the current Hooksett Road property.

Earlier this year, through a competitive bid process, the Town awarded a contract to H.L. Turner of Concord for the initial review of the property and current building with an eye towards expansion. Turner has begun this project working with the Library Director and the Library Trustees.

One of the next steps that had been planned was the retention of a Library Consultant to work with the Library Trustees and Library Director to develop what amount and type of space a library for a community the size of Auburn should include in terms of size of collections and offerings. This was a step anticipated to be taken in 2021, but it has become clear the information that would come from that effort is needed before the folks at H.L. Turner can advance much farther than they have at the present time.

The 2020 operating budget includes an appropriation of \$28,850 for this overall effort. As you may recall, H.L. Turner provided a significant value to Auburn with a proposal totaling \$8,120. This leaves a balance of \$20,730 in the current appropriation.

The Library Trustees have identified Patience Jackson as the library consultant they would like to work with. Attached is their information which identifies a potential cost range of \$3,000 to \$10,000, depending on the total level of work performed.

In order to advance the work that is under way and to make use of funds that have already been appropriated, we are asking the Board to consider authorizing the contracting of Patience Jackson for this purpose at a cost not to exceed \$10,000. The funds for this work would come from the balance remaining in the 2020 budget appropriation.

Should the Board agree with this proposal, the motion the Board should consider is as follows:

Move to approve the retaining of Patience Jackson to assist the Town of Auburn in developing an expansion of the Griffin Free Public Library at a cost not to exceed \$10,000.

Thank you for your consideration.

Bill Herman

From: Griffin Free <director@griffinfree.com>
Sent: Wednesday, October 7, 2020 2:08 PM
To: Bill Herman
Cc: Nancy MAYLAND
Subject: Fwd: Library Needs Assessment
Attachments: resume20.doc

Hi Bill -

As discussed at last night's meeting, following below is the feedback I received from the one library consultant who got back to me. She does a very good job of outlining what she would do and why. My preference would be to go for the whole report which she estimates would be up to \$10,000. Her resume is also attached.

Please let me know if you have any questions or need any additional information.

Thank you.

Kathy

Kathy Growney
Library Director
Griffin Free Public Library
Auburn, NH 03032
(603) 483-5374

----- Forwarded message -----

From: **Patience Jackson** <patiencekj@aol.com>
Date: Thu, Jul 30, 2020 at 2:53 PM
Subject: Re: Library Needs Assessment
To: director@griffinfree.org <director@griffinfree.org>

Hello, Kathy -

Thank you for your inquiry. The mention of Barrington does bring up all kinds of memories. Let's see - that was back starting in 1997?. And on their website, they STILL seem to be talking about a new building. I've had much better luck with Hooksett, Fremont, Brentwood and Kingston over the years....things DO get built after all.

So. Your first step should be a Needs Assessment. That would involve at least one all-day site visit with you, hopefully with at least a quick meeting with trustees. Then back-and-forth to produce a twenty-to-thirty-page Needs Assessment document, along with an estimate / forecast of the future size of an adequate library building to meet the Town's needs for the next twenty years. This is a somewhat detailed spreadsheet.

You will find that an outside consultant can say some things rather bluntly that you yourself can't say. Sometimes, I've even been quoted - either by the library to make its case, or even in the newspaper....

For this first step, you should probably budget \$3,000 - \$5,000.

The next step will be to develop some detailed descriptions of each area of the future library - collection sizes, seating, general atmosphere, very specific descriptions of your particular visions, plus those of staff, trustees, and town residents.

This will involve another site visit and some meetings, depending on the circumstances.

The final full library building program - the Library's letter to the architect, before the architect starts any design work - might cost an additional \$3,000 - \$5,000.

Roundtrip mileage would be extra (around 128 miles in my case, or around \$70), as would a hotel room on any exciting icy February night. (Yes, I've had a few of those over the years.)

So. A full library building program, including Needs Assessment, Summary charts and Area Descriptions - perhaps 80 pages total - could add up to \$6,000 - \$10,000 in total. It's also possible to have the consultant do the written Needs Assessment and then the Library Director drafts the Area Descriptions himself or herself, then consultant critiques the Area Descriptions and makes suggestions and does the math. (It all depends on the situation and the people involved, but I've seen this approach work out pretty well.)

In any case, it's absolutely urgent and necessary to put what you want to do and why *in writing* - BEFORE anybody tries to design anything at all. Otherwise, you lose your way and get either something that doesn't meet your needs or is too big or too small, or what I call "bandaids" or "little glass box blisters" on your building - and come up empty.

It's also very useful to ask the consultant to comment, on an hourly basis, on the architect's proposed design several times - either in meetings with the architect or in writing. This is particularly appropriate in the areas of security and efficiency. There are ways around anything, but they've got to be planned ahead of the construction.

Resume attached. If you have any questions, please give me a call. (Note new address and phone number below.)

pkj
Patience Kenney Jackson
Library Building Consultant
40 Northwood Drive
Sudbury, Massachusetts 01776
(978)897-4956
patiencekj@aol.com

P.S. My husband and I had a delightful picnic with 7 old friends yesterday afternoon - outside, under old trees and just off the other end of Route 101, in Amherst. (We lived in Amherst, 1973-1983, and I worked as Library Director at the now-abandoned Daniel Webster College Library outside Nashua. LOTS of memories.) At any rate, I'm mostly at home, these days.....

-----Original Message-----

From: Griffin Free <director@griffinfree.com>

To: Patiencekj@aol.com

Sent: Tue, Jul 21, 2020 11:35 am

Subject: Library Needs Assessment

Hello -

Melissa Huetten from the Barrington Public Library provided me with your contact information.

I am the Director of the Griffin Free Public Library in Auburn, NH and we are at the very beginning stages of planning for our new building.

Right now, I am looking for a very rough estimate for conducting a library needs assessment so that we can add it to our Town's Capital Improvement Plan. Would you be able to provide me with a suggested rough figure to put in? I do not need an actual quote at this time, just a very rough number.

Please let me know if you need any additional information. Thank you in advance.

Best regards,

Kathy Growney
Library Director
Griffin Free Public Library
Auburn, NH 03032
(603) 483-5374

PATIENCE KENNEY JACKSON
40 Northwood Drive
Sudbury, MA 01776
(978)897-4956 Patiencekj@aol.com

RESUME OF: **PATIENCE KENNEY JACKSON**

EDUCATION: **M.L.S., UNIVERSITY OF PITTSBURGH**
Graduate School of Library and Information Sciences
Pittsburgh, Pennsylvania

B.A., MIDDLEBURY COLLEGE
Middlebury, Vermont

PROFESSIONAL
EXPERIENCE: July, 2012 –
INDEPENDENT LIBRARY BUILDING CONSULTANT
Current and past projects in Maine, Rhode Island, New Hampshire, New Jersey, NY, Vermont and Massachusetts. (See Page Three)

December, 2009 – June, 2012
ASSOCIATE LIBRARY BUILDING CONSULTANT
MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS
Boston, Massachusetts

Continuation of previous position, but on a consulting basis. A sixth grant round in 2011 resulted in 8 (8/2011) grant awards (\$60 million project cost, with state funding at \$27.5 million.) Fifteen additional awards totaling \$41.9 million (\$84 million project cost) awaited funding approval at that time. By mid-2017, the net result of the sixth grant round was nine completed addition/ renovations, six completed new library buildings, and five projects currently under construction.

1988 - November, 2009
LIBRARY BUILDING CONSULTANT
MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS
Boston, Massachusetts

Consulted statewide with public libraries of all sizes on a wide spectrum of topics, including long range planning, space planning and physical plant, budgeting, automation, collection development, reference, children's services, and fund raising.

For twenty-one years, managed the qualitative review of five highly competitive library construction grant rounds for \$278 million in State grants, which resulted in awards to 266 communities for projects totaling over \$700 million. Worked with applicants and their architects on programming and design, both prior to application and as the projects proceeded to construction. Responsible for contacts with municipal officials, elected representatives and the press with regard to this program. Prepared program budgets and justifications for State Government. Critiqued proposed schematic designs. Reviewed working drawings and specifications for these projects as well as for other libraries planning improvements. Conducted workshops on building programs, library design, grant preparation, fundraising, etc.

1977 - 1988

DANIEL WEBSTER COLLEGE

Nashua, N.H

1979 to 1988

LIBRARY DIRECTOR, DANIEL WEBSTER COLLEGE

Responsible for plan, building program, design and furnishings for a new library building opened in March, 1986. Supervised a staff of 20 in the operation of the library; introduced automation; developed long-range plans; served on college committees; conducted three self-studies of the Library for accreditation of the College. Additional contributions included intensive collection development, establishment of an A/V department and introduction of online bibliographic searching to the college community.

1977 - 1979

CATALOGER/REFERENCE LIBRARIAN, DANIEL WEBSTER COLLEGE

1974 - 1979

TEMPLE UNIVERSITY

Philadelphia, Pennsylvania

INSTITUTE FOR SURVEY RESEARCH

FIELD INTERVIEWER & NEW ENGLAND AREA SUPERVISOR

1969 - 1971

E.I. DUPONT DE NEMOURS AND COMPANY

Wilmington, Delaware

RESEARCH LIBRARIAN , TECHNICAL LIBRARY

1967 - 1968

PETERS TOWNSHIP LIBRARY

McMurray, Pennsylvania

LIBRARY DIRECTOR

1966 - 67

US ARMY SPECIAL SERVICES LIBRARY

Pirmasens, Germany

ARMY LIBRARIAN

CONSULTING ACTIVITIES:

In addition to reviewing building programs, designs or physical plants of over 400 Massachusetts libraries since 1988, private consulting activities out-of-State have included preparation of detailed written building programs and/or review of architectural plans or physical plant for the following public libraries:

MAINE

Belfast, ME 2003

NEW HAMPSHIRE

Amherst, NH 1985 ★ #
 Barrington, NH 2004 - ★
 Bartlett, NH 2007 -
 Bethlehem, NH 2002, 2010 -
 Brentwood, NH 2002 ★ #
 Bristol, NH 2003
 Brookline, NH 2006 -
 Center Sandwich, NH 2004-
 Conway, NH 1996 #
 Dublin, NH 1988 - 97 ★ #
 East Kingston, NH 2003 - #
 Freedom, NH 2010 -
 Fremont, NH 1999-2002 ★ #
 Gilford, NH 2000 - 2008 #
 Greenland, NH 2000
 Hanover, NH 1992
 Henniker, NH 2004
 Holderness, NH 2000 #
 Hooksett, NH 1995 - 98 ★ #
 Hudson, NH 1996 ★ # 2009
 Jackson, NH 2005 - #
 Jefferson, NH 2008
 Lee, NH 2005
 Litchfield, NH - 2014 -
 Madbury, NH 2006
 Marlborough, NH 2016 -
 Marlow, NH 2001
 Milford, NH 2007- ★
 Mont Vernon, NH 2007-08,
 2018 ongoing -
 Newmarket, NH 1990 ★ #
 Newton, NH 1997 ★

N.Haverhill, NH 2018 -
 N.Hampton, NH 2001, 2008
 Pelham, NH 2002 #
 Plaistow, NH 1993-1999 ★ #
 Pembroke, NH 1999 ★ #
 Portsmouth, NH 1996 #
 Randolph, NH 2001 #
 Salisbury, NH 2003
 Sanbornville, NH 2009- ★
 Sunapee, NH 2003 #
 Tamworth, NH 2000 #
 Tilton/Northfield, NH 1999 #
 Tuftonboro, NH 2011-
 Windham, NH 1988-97 ★ #
 Wolfeboro, NH 2004 -

NEW JERSEY

Englewood, NJ 2015 - ♣
 Hackettstown, NJ 2008 - ♣
 West Paterson, NJ 2008,
 2020 - ♣

NEW YORK

Beacon, NY 2004- ★
 Claverack, NY 2000
 Cocksackie, NY 2000
 East Greenbush, NY 1995★#
 Hillsdale, NY 2002 -2010 #
 Nanuet, NY 2003- ★
 Oneida NY 2008- ★
 Pawling, NY 2001 ★
 Port Jefferson, NY 2013 - ♣
 Rhinebeck, NY 1998 - ★#
 Wappingers Falls, NY 1999

PENNSYLVANIA

Palmyra, PA 2005 - ★ ♣ #

RHODE ISLAND

Cranston, RI 2007
 Greenville, RI 1999 - ★
 Narragansett, RI 2011, on-
 going 2018 - ★
 Providence, RI Public Library
 branches:
 2000 -
 Knight Memorial ★
 Mt. Pleasant ★
 Rochambeau ★ #
 Washington Park ★
 Fox Point
 Olneyville
 Smith Hill
 South Providence #
 Wanskuk
 Providence, RI Community L. -
 Olneyville Branch, 2014-
 Knight Memorial Branch, 2017 -
 West Warwick, RI 2004
 Westerly, RI 2000 - #

VERMONT

Stamford, VT 2007 - ★
 Windsor, VT 2002 - ★

MASSACHUSETTS

Boston Public Library,
 Chinatown Branch 2017
 Framingham Public L. 2018
 ongoing -

★ - indicates complete needs assessment and building program # - building complete by 2018.
 ♣ - in collaboration with The Ivy Group of Media, PA and Charlottesville, VA.

Additional building consultations have included a space needs study and building program for the **New Hampton School in New Hampton, N.H.** (1993), and review and analysis of architectural designs for **The Tandem School of Charlottesville, VA (1998)**. Earlier general consulting activities include cataloging and space planning for **The Wang Institute of Tyngsboro, MA** (now a division of Boston University) and for **Digital Equipment Corporation, Merrimack, N.H.**; projects for **The Franklin Mint, Franklin Center, PA**, and for **E.I. Dupont de Nemours and Co., Wilmington, DE**.

MEMBER

American Library Association; ALA/LAMA/BES Library Building Projects Committee

RESUME OF PATIENCE KENNEY JACKSON**PAGE FOUR**

**SELECTED
PRESENTATIONS
AND WORKSHOPS,
1992 - 2014**

"How to work with an Architect." Presentation at New Hampshire Library Association, Manchester, New Hampshire. (also other occasions).

"What's new in Southern Massachusetts?" Guided a Saturday all-day bus tour of 4 new libraries for the MA Library Trustees Assn.

Design Review. Massachusetts Institute of Technology, School of Architecture Design Level II. Student Library Projects.

Juror, Connecticut Award for Excellence in Public Library Architecture.

"The Project Team: Working with your library building consultant and your architect." Warwick, Rhode Island. Lecture sponsored by the Rhode Island State Library (OLIS).

"What to look for in an architect." Presentation for the Mid-Hudson Library System, Poughkeepsie, NY.

Design Review. Roger Williams University School of Architecture, Bristol, R.I. Student Library Projects.

"A Library Annex?" Presentation to the Portsmouth, N.H., City Council; with Graham Gund Architects, Inc. of Cambridge.

"Turning a Vision into a Building Program," Presentation before the Cambridge (MA) Library Needs Study Committee.

"How To Look at Library Plans." Harvard University School of Architecture Summer Symposium, with Library Consultant Nolan Lushington and Architect A. Anthony Tappe.

"The Public Library in the Age of Technology." Panel presentation. Carlisle, MA.

"How To Talk to Your Architect." Panel presentation. Massachusetts Library Assn.

"So You're Thinking About a Building Project?" Four workshops for librarians and trustees.

"What About Maintenance (and security) in a Small Library?" Lectures for MA certificate courses on library management.

"BUILD BOSTON!", the annual conference of the Boston Society of Architects: organized and moderated a three-hour panel discussion on library design.

Massachusetts LIBRATECTS: a series of nine half-day workshop/discussions to examine newly-constructed or renovated libraries. For architects, librarians, library trustees & municipal officials.

Windham, New Hampshire: conducted two open forums for town committees in a discussion of the proposed library project.

PLANNING BOARD
TOWN OF AUBURN

October 16, 2020

Mr. Keith Leclair, Chairman
Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

Re: **Anderson Way Subdivision**
Maintenance Surety Release Recommendation

Dear Mr. Leclair:

On October 7, 2020, the Planning Board voted to recommend The Board of Selectmen approve the release of the remaining surety currently being held by the Town of Auburn in the amount of \$11,497.10 for Anderson Way. A copy of the meeting minutes is attached hereto. Mr. Tatem of Stantec has sent a recommendation dated October 2, 2020 of which is attached as well for your reference. Stantec's letter indicates that the project has been completed since October 23, 2019 and therefore is recommending that the Board release the remaining surety to the Developer.

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Sincerely,



Denise Royce
Land Use Administrator

cc: Auburn Planning Board



October 2, 2020

File: 195113117

Attention: Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak,

**Reference: Auburn, NH
Anderson Way Subdivision
Maintenance Surety Release Recommendation**

At the request of the Town, we met on-site with the Developer on September 25, 2020 to walk the subject roadway to view the condition of the roadway and the related infrastructure improvements, in order to provide a recommendation regarding the release of the \$11,497.10, 2-year maintenance surety, of which the 2-year term was completed on October 23, 2019. During our site walk we noted several minor areas of cracking in the wearing course pavement. It was agreed that the Developer would contract with a crack sealing contractor to clean and seal the pavement cracks. As of the date of this letter, the crack sealing has been completed; therefore, we recommend the release of the maintenance surety, currently held by the Town.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

J. Daniel Tatem
Senior Associate
Phone: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

c. Mike Dross, Carrie Cote, Denise Royce, Bill Herman Town of Auburn
Rob Starace, Developer

Mr. Bill Wood, Longmeadow Church Trustee stated that he was alone.

Mr. Harry Handy, Longmeadow Church Trustee indicated that he was alone.

Mr. Poltak commented that the Board had a lengthy agenda tonight and began with elevating Mrs. Marzloff to a full voting member tonight in the absence of Mr. Porter. Mr. Poltak moved on to the approval of the minutes for September 23, 2020 and stated that a motion to approve would be in order.

MINUTES

Mr. Grillo moved to approve the minutes for September 23rd, 2020 as written. Mr. Lacroix seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, and, Mr. Poltak voted to approve, all were in favor and the motion passed with Mrs. Marzloff recusing herself.

At this time, Mr. Poltak moved into tonight's agenda.

GENERAL BUSINESS

**Rob Starace/Strategic Contracting, LLC
Anderson Way, Tax Map 5, Lot 19
Request Release of Road Surety held
By the Town of Auburn**

Mr. Poltak believed everyone has seen the letter from Stantec recommending that the maintenance surety be released. The amount to be release is in the amount of \$11,497.10 which was the 2-year maintenance surety, of which the 2-year term was completed on October 23, 2019. With that said, Mr. Poltak asked for a motion to release the surety.

Mrs. Marzloff moved to approve the release of the Maintenance Surety held by the Town of Auburn for Anderson Way, Tax Map 5, Lot 19 in the amount of \$11,497.10. Mr. Grillo seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mrs. Marzloff voted to approve, Mr. Lacroix voted to approve, and, Mr. Poltak voted to approve, all were in favor and the motion passed.

Mr. Poltak informed the Board members that, regarding C-Squared that the lighting issue will be coming into compliance and that this matter will be over with.

Mr. Poltak also mentioned that, the Lover's Lane treatment swale is also completed.

Mr. Poltak further informed the Board members that, Mr. Kenney has been asked to meet with the Board members to discuss outstanding issues with 11 Rockingham Road. Mr.

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: October 14, 2020

Re: Auburn Fire Department – Tanker 1 Repairs

On October 11th, Fire Chief Mike Williams advised me Tanker 1 stationed at the Safety Complex had to be taken out of service for needed repairs to the brake shoes, linings and what was determined to be a loose wheel bearing.

The 2010 vehicle was taken to Liberty International Trucks for service and has since been returned to service.

The cost of the repairs came in at \$4,099.58, and the department's vehicle and equipment budget account for 2020 is already nearly depleted. The Chief is asking the Board to consider paying this expense from the Fleet Maintenance and Replacement Expendable Trust Fund established in March with the voters' approval.

The fund currently has \$25,000 and there have been no expenditures made from the account.

Attached is a copy of the invoice for the service repair for the Board's information.

Should the Board agree with the Chief's request, the following motion would be appropriate:

Motion to approve the repair costs for the Auburn Fire Department Tanker 1 totaling \$4,099.58 to be withdrawn from the Fleet Maintenance and Replacement Expendable Trust Fund.

Thank you for your consideration.

CUSTOMER #: 97388

36555



UNIT# TANKER1

TOWN OF AUBURN - FIRE DEPT

ACCOUNTS PAYABLE

6 PINGREE HILL RD

AUBURN, NH 03032

HOME: 603-483-8141 CONT: 603-483-8141

BUS:

CELL:

INVOICE

1400 SOUTH WILLOW STREET
MANCHESTER, NH 03103-4024
PHONE: (603) 623-8873
PHONE: (800) 562-3814

132 PIERCE ROAD
BARRINGTON, NH 03825
PHONE: (603) 905-9036
PHONE: (800) 256-5423

PAGE 3

www.libertyinternationaltrucks.com

SERVICE ADVISOR: 293 RICHARD LANDRY

COLOR	YEAR	MAKE/MODEL		VIN	LICENSE	MILEAGE IN / OUT		TAG
RED	10	INTERNATIONAL 7600		1HTWYAHT9AJ217990	G21648	24208/24222		T0560
DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED		PO NO.	RATE	PAYMENT	INV. DATE
15APR10	DD27JUL09		23:30 24SEP21		T1PATRICK	0.00	CHG	30SEP20
R.O. OPENED		READY		OPTIONS: ENG:35255189_ISM TRN:6610281747				
11:13 24SEP20		15:36 30SEP20						

LINE OPCODE TECH TYPE HOURS LIST NET TOTAL
ACCESS. TORQUE TAPERED STUD NUT TO 225 LB-FT. RE-TORQUE AFTER ROAD TEST. REPAIR COMPLETE.

G** REAR AXLE BRAKE SHOES (LININGS) FALLING APART.

1AXOUTBOARD OUTBOARD BRAKES.

419 CNAV 3.00

2 XK2124707QP 16.5 X 7 Q+

CORE CHARGE C

-2 XK2124707QP CORE RETURN

	550.00	550.00
142.68	63.17	126.34
	57.60	57.60
28.80	28.80	-57.60
		676.34

PARTS: 126.34 LABOR: 550.00 OTHER: 0.00 TOTAL LINE G:
24208 9/29/2020 419 RAISE AND SUPPORT REAR AXLE, REMOVE WHEELS AND BRAKES. R&R BRAKE SHOES AND HARDWARE. 9/30/2020 419 MOUNT WHEELS AND TIRES, ADJUST BRAKES. LOWER REAR OF VEHICLE, TORQUE LUG NUTS TO 450 LB-FT. CHECK BRAKE PERFORMANCE DURING ROAD TEST, BRAKES PERFORM NORMALLY. RE-TORQUE WHEELS ON RETURN. REINSTALL HUB/LUG CAPS. REPAIR COMPLETE.

H** LEFT FRONT WHEEL BEARING LOOSE.

1 REPAIR

419 CNAV 0.80

1 388249C1 GASKET (FITS 1643)

1 ZSH550043590Q SPIRAX S4 AX 85W-140 12 1QT QU

	104.80	104.80
12.22	9.05	9.05
8.00	5.72	5.72

PARTS: 14.77 LABOR: 104.80 OTHER: 0.00 TOTAL LINE H:
24208 9/28/2020 419 RAISE AND SUPPORT FRONT AXLE, DRAIN LEFT FRONT HUB AND INSPECT FLUID. NO METAL FOUND IN FLUID. CHECK BEARINGS, LOOK OK. ADJUST WHEEL BEARINGS, INSTALL NEW COTTER PIN. CLEAN WHEEL END, INSTALL CAP WITH NEW GASKET, FILL WITH FRESH LUBE. NEEDS CHECK HUB TEMP AND LEAKS ON RETURN FROM ROAD TEST. HUB RUNS COOL, NO LEAKS DETECTED. ADJUSTED FLUID LEVEL. REPAIR COMPLETE.

CUSTOMER PAY HAZMAT DISP/SUPP FOR REPAIR ORDER

125.00

NO WARRANTIES: THE COMPANY DISCLAIMS ANY AND ALL WARRANTIES EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES OF MERCHANTABILITY FOR THE PARTS AND SERVICE PROVIDED HEREUNDER. THE COMPANY SHALL NOT BE LIABLE FOR ANY CONSEQUENCES INSTALLED FROM THE USE OF THE PRODUCTS FOR ANY UNINTENDED PURPOSE. ANY AND ALL WARRANTIES PROVIDED BY THE MANUFACTURER OF ANY PARTS PROVIDED TO THE CUSTOMER HEREUNDER RUN SOLELY AND DIRECTLY FROM THE MANUFACTURER TO THE CUSTOMER AND THE COMPANY DOES NOT HAVE ANY LIABILITY INCURRED.

TERMS: DUE AND PAYABLE BY 10TH OF FOLLOWING MONTH. 1.5% FINANCE CHARGE ON ALL OVERDUE ACCOUNTS.

DESCRIPTION	TOTALS
LABOR AMOUNT	2814.55
PARTS AMOUNT	1160.03
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	125.00
TOTAL CHARGES	4099.58
LESS INSURANCE	0.00
SALES TAX	0.00
PLEASE PAY THIS AMOUNT	4099.58

1. **ACCEPTANCE.** This agreement is expressly limited to and made conditional upon your acceptance of its terms and conditions. Any of your terms and conditions which are in addition to or different from those contained herein which are not separately agreed to in writing (except additional provisions specifying quantity, description of the products or work ordered and shipping instructions) are deemed material and are hereby objected to and rejected. You waive your objection to any terms and conditions contained herein if Contractor does not receive written notice of your objection within ten business days of the date of this agreement. You will in any event be deemed to have assented to all terms and conditions contained herein if any part of the products or work described herein are provided or performed. Please note particularly the Limited Warranty, Limitation of Remedies and Limitations on Actions and Liability provisions set forth below. You acknowledge that the prices stated are based on the enforceability of these terms and conditions, and on the Limited Warranty, Limitation of Remedies and Limitation of Actions and Liability provisions below, that the price would be substantially higher if Contractor could not limit its liability as herein provided, and that you accept these provisions in exchange for such lower prices.

2. **LIMITED WARRANTY.** All work performed by Contractor is warranted to be free from defects in material and workmanship for one year from the date of completion of the installation subject to the terms below. Contractor makes no warranties regarding products sold but assigns to you any manufacturer warranties relating to the products. **THIS EXPRESS WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, WHETHER EXPRESSED, IMPLIED OR STATUTORY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** This limited warranty does not cover damages relating to (a) accident, misuse, abuse, neglect, or normal wear and tear; (b) failure to use or maintain the product in accordance with manufacturer's instructions; and (c) alteration, repair or attempted repair by anyone other than Contractor or its authorized representative. You shall be solely responsible for the correctness of the plans and specifications and shall release and hold harmless Contractor from any damages resulting from improper, inadequate or vague information supplied by you. Contractor does not take on any obligation to inspect or evaluate the work of other parties in any manner or aspect. This warranty is not transferable.

3. **INSURANCE.** Contractor shall maintain workers' compensation (employer liability), as required by law, and \$1,000,000 in general liability insurance while performing the work. Contractor reserves the right to be self insured to the extent allowed by applicable law. Contractor does not agree to name any other persons or entities as additional insureds.

4. **LIMITATION OF REMEDIES.** Your sole and exclusive remedy against Contractor for any and all claims for damages arising out of or alleged to have arisen out of the Work will be limited to the repair or replacement by Contractor, at Contractor's option, of any nonconforming work or to the issuance of a credit for such nonconforming work in accordance with these terms and conditions provided Contractor is given a reasonable opportunity to inspect the work and confirms such nonconformity. This exclusive remedy shall not be deemed to have failed of its essential purpose so long as Contractor is willing and able to repair or replace the nonconforming work and, in any event, Contractor's maximum liability for any damages shall be limited to the total amount paid to Contractor for the Work under this agreement. This Limitation of Remedies clause shall apply to the parties to this agreement as well as to the current owner(s) of the project and its/ their respective successors and assigns. If you receive a claim for damages by any owner arising out of or alleged to have arisen out of the Work, you agree to give written notice to Contractor of the claim and provide Contractor an opportunity to inspect the alleged damages within 30 days after Contractor's receipt of the notice. If you fail to give the required notice and/or fail to allow Contractor an opportunity to inspect the alleged damages within 30 days, you hereby waive any and all rights for damages and/or correction of work against Contractor. This Limitations of Remedies may be plead as a complete bar to any action in violation of this clause.

5. **LIMITATIONS ON ACTIONS AND LIABILITY.** All claims and/or lawsuits including but not limited to claims or lawsuits for indemnity and/or contribution against Contractor arising under this agreement must be made within 13 months from the date of completion of the installation. **CONTRACTOR WILL NOT BE LIABLE FOR ANY LOSS, DAMAGE OR INJURY RESULTING FROM DELAY IN DELIVERY OF THE PRODUCTS OR FOR ANY FAILURE TO PERFORM THAT IS DUE TO CIRCUMSTANCES BEYOND ITS CONTROL. CONTRACTOR DISCLAIMS ALL LIABILITY FOR ANY AND ALL DAMAGE WHICH MIGHT BE SUSTAINED BY ANY PERSON WHO MAY BE ALLERGIC TO OR AFFECTED BY THE EMANATION OF PARTICLES FROM CERTAIN TYPES OF INSULATION. THE MAXIMUM LIABILITY, IF ANY, OF CONTRACTOR FOR ALL DAMAGES, INCLUDING WITHOUT LIMITATION CONTRACT DAMAGES AND DAMAGES FOR INJURIES TO PERSONS OR PROPERTY, WHETHER ARISING FROM CONTRACTOR'S BREACH OF THIS AGREEMENT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER TORT WITH RESPECT TO THE PRODUCTS, OR ANY SERVICES IN CONNECTION WITH THE PRODUCTS, IS LIMITED TO AN AMOUNT NOT TO EXCEED THE CONTRACT PRICE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, LIQUIDATED, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOST REVENUES AND PROFITS, ATTORNEYS FEES AND/OR COSTS EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE RIGHT TO RECOVER DAMAGES WITHIN THE LIMITATIONS SPECIFIED IS YOUR EXCLUSIVE REMEDY IN THE EVENT THAT ANY OTHER CONTRACTUAL REMEDY FAILS OF ITS ESSENTIAL PURPOSE.**

6. **PRICES, TERMS AND SHIPMENT.** No cash discounts, back charges, set offs or counterclaims are allowed unless specified by Contractor. In addition to the prices specified, you agree to pay any federal, state or local excise, use, occupational, or similar tax now in force or to be enacted in the future, assessed against Contractor or you by reason of this transaction. No retention is permitted unless Contractor agrees otherwise in writing. Any past due payment will be, at Contractor's option, subject to interest at 1.5% per month (18% per annum) to the extent permitted by law. You agree to receive (or permit Contractor to receive) near the work site, any materials needed to complete the Work. You agree to protect such materials from damage or loss and provide Contractor, free of charge, with reasonable use of light, heat, water, power, storage space and use of available elevators and hoists as needed. Title to all materials under this agreement shall not transfer to you until Contractor receives payment in full. Contractor may charge you a fee and its actual expenses if the job site is not ready for work on the date you specify.

7. **FORCE MAJEURE.** Contractor shall not be liable for any delay, failures, or default in performance of this agreement or otherwise, in whole or in part, caused by the occurrence of any contingency beyond the control either of Contractor or of suppliers to the Contractor. Such contingencies include but are not limited to failure or delay in transportation, acts of any government or any agency or subdivision thereof, judicial action, labor disputes, fire, accident, acts of nature, severe weather, product allocation or shortages, labor shortages, fuel shortages, raw material shortages, machinery or technical failure, or work that cannot be completed because of another contractor covering the pertinent portion of the building. If any contingency occurs, Contractor may allocate production, deliveries, and performance of work among its customers or substitute substantially similar materials, in its sole discretion, without liability for doing so.

8. **CONFIDENTIALITY.** If you visit Contractor's premises or you otherwise receive any proprietary or confidential information from Contractor, you shall retain such information as confidential and not use or disclose it to any third party without Contractor's written consent.

9. **CREDIT APPROVAL.** Shipment and delivery of goods and performance of work shall at all times be subject to the approval of Contractor's credit department and Contractor may at any time decline to make any shipment or delivery or perform any work except upon receipt of payment or upon terms and conditions or security satisfactory to Contractor. By signing this agreement, you authorize Contractor to check your credit and references.

10. **CANCELLATION.** This agreement, or any part of it, may only be cancelled with Contractor's written approval. In the event of cancellation of this agreement, or any part hereof, you shall pay: (a) the contract price of all completed items; (b) that portion of the contract price that is equal to the degree of completion of products or work in process, effective on the date Contractor receives notice of cancellation; (c) the cost of any materials and supplies which Contractor shall have purchased to perform and which cannot be readily resold or used for other or similar purposes; (d) a restocking fee; and (e) any expenses incurred by Contractor (including legal fees and judgments) as a result of the cancellation of subcontracts or purchases related to this agreement.

11. **DEFAULT.** You may terminate this agreement for Contractor's default, wholly or in part, by giving Contractor written notice of termination as follows. You may give a written notice of termination only if Contractor has received a written notice from you specifying such default, the default is not excusable under any provision hereof, and the default has not been remedied within thirty (30) days (or such longer period as may be reasonable under the circumstances) after Contractor's receipt of the notice of default. Delivery of nonconforming products or work by Contractor shall give you the rights set forth in paragraph 4 hereof but shall not be deemed a default for purposes of termination. In the event of termination for default, you shall be relieved of the obligation to pay for work not performed by Contractor prior to the effective date of such termination. A default on Contractor's part shall not subject Contractor to liability, through payment by Contractor, set off or otherwise, for any other damages, whether direct, consequential or incidental, and whether sought under theories of contract or tort.

12. **ASSIGNMENT.** You may not assign this agreement or any claim against Contractor relating to this agreement.

13. **GOVERNING LAW.** This agreement shall be construed, interpreted and the rights of the parties determined in accordance with the laws of the State of Contractor's address first listed on the front of this agreement.


14. **DISPUTES AND MANDATORY MEDIATION.** In the event that a dispute arises over the reasonableness of or entitlement to fees charged by Contractor, the prevailing party will be entitled to reasonable attorneys fees and costs. In all other disputes of any nature, each party shall pay its own fees and costs. Except as required to protect confidential information and to obtain preliminary injunctive relief to prevent irreparable harm, you and the Contractor agree that prior to the initiation of any legal action the parties will engage in facilitative mediation of any and all disputes in any way related to this agreement. If the parties cannot agree upon a facilitative mediator within 30 days of when the dispute arose, one will be selected pursuant to the Commercial Mediation Rules of the American Arbitration Association. Each party will share equally the fees of the facilitative mediator and costs of the mediation.

15. **INSULATION DOES NOT PREVENT FROZEN PIPES.** Insulating around water lines in an unconditioned or semi-conditioned area will not prevent pipes from freezing or accumulating condensation. To decrease the possibility of frozen pipes, locate any water pipes within a conditioned area, such as internal walls rather than external walls. If You do not locate the pipes within an internal wall, you hold Contractor harmless and release Contractor from any claims relating to frozen or burst pipes.

16. **SEVERABILITY.** If any provision on this agreement is not enforceable, that provision shall be effective only to the extent permitted by law and all other provisions of this agreement shall remain.

17. **ENTIRE AGREEMENT.** This instrument contains the entire agreement of the parties relating to the subject matter hereof and may only be waived, changed, modified, extended or discharged orally by a writing signed by the party against whom enforcement of any such waiver, change, modification, extension or discharge is sought. The terms and conditions of this agreement supersede any agreement to which it is attached.

18. **INDEMNITY.** Each of the parties to this agreement agrees to defend and indemnify one another from any and all claims, actions and/or lawsuits caused by the party's negligent acts or omissions. This indemnity clause and the obligations created herein shall control and take priority over any contrary indemnity agreement entered into prior to this agreement. Furthermore, this indemnity clause and the obligations created herein shall control and take priority over any contrary indemnity agreement entered into subsequent to this agreement unless the subsequent agreement specifically refers to this indemnity clause and declares it null and void.

 <div style="text-align: center;"> Quality Insulation Lic# NONE ON FILE 110 Perimeter Rd Nashua, NH 03063-1301 Tel: (603) 889-6647, Fax: (603) 889-1058 ADDENDUM </div>		
TO: TOWN OF AUBURN NH	RE: 55 Eaton Hill Rd / Insulation	
Address: PO BOX 309, AUBURN, NH, 03032	Address: 55 EATON HILL RD AUBURN, ROCKINGHAM, NH, 03032	
Attn:	Date: 10/08/2020	Expiration Date: 01/06/2021
Tel: (603) 483-5052	Estimator: Russell, Michael C	
Fax:	Quote #: 76935366	Version 1 of 1
	Division #: 675 - NASHUA NH, QI	

Quality Insulation ("Contractor") and Customer each agree to amend the agreement ("Agreement") for the Project specified above as follows:

1. Customer has contracted with Contractor for the installation of spray polyurethane foam in accordance with the scope of work ("Work") specifically set forth in the Agreement. This Addendum modifies the terms of the Agreement and its exhibits and addenda. If any of the terms and conditions of this Addendum should conflict with any terms and conditions of the Agreement this Addendum shall control. These modifications are mutually agreed to by the parties and are supported by legal consideration. Customer's acceptance shall be evidenced by permitting Contractor to perform the Work.
2. Contractor agrees to incorporate by reference the scope of work and terms and conditions as set forth in Contractor's Proposal, dated **Oct 08, 2020**, including all exclusions contained therein.
3. In performing work, Subcontractor is not inspecting or assessing, and undertakes no responsibility to inspect or assess, the Project site (or any component or system thereof) for any purpose other than to perform the Work. The rights and obligations between Contractor and Customer concerning Work performed by Contractor shall be as expressly stated in the Proposal.
4. Customer acknowledges that the spray polyurethane products and the installation specifications selected by the Customer and described in the Work are subject to building codes and evaluation reports which contain express requirements and/or recommendations which are outside the Work unless expressly enumerated in the Proposal. Such requirements and/or recommendations may include, but are not necessarily limited to: installing a specified attic hatch; limiting entry to the attic or crawl space only for service of utilities and not permitting storage in the attic or crawl space; ensuring that (a) there are no interconnected attic, crawl space or basement areas, (b) the air in the attic or crawl space is not circulated to other parts of the building, (c) combustion air and attic ventilation is provided when required, (d) the attic assembly has been properly constructed and (e) a code official has provided the required inspections.
5. The Contractor bears no responsibility for the failure of the Customer, developer, builder, owner or subsequent owner, to use and maintain the attic space in strict accordance with the applicable building codes and evaluation reports.
6. Building codes may require, and evaluation reports may specify, a thermal barrier or ignition barrier be applied to the spray foam applied insulation. A thermal barrier or ignition barrier is not included within the Work unless specifically listed in the Proposal.

CUSTOMER:

CONTRACTOR:

By: _____

By: _____

Date: _____

Date: _____

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

Estimate

Number E102

Date 8/19/2020

Bill To

Town Of Auburn
47 Chester Rd
Auburn, nH, 03032

Ship To

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

PO Number

Terms

Project

invoice after completion

insulate attic

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

J.E. Painting Plus
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47 Chester Rd
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Ship To

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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

**Town of Auburn
Board of Selectmen
September 28, 2020
Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Others Present: Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, John Branagan, 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 September 14, 2020 – \$447.79

Mr. Bedard motioned to approve the Payroll Manifest for the week of September 14, 2020 in the amount of \$447.79. 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 21, 2020 - \$57,378.71

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 14, 2020 in the amount of \$57,378.71. 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 21, 2020 - \$22,135

Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of September 21, 2020 in the amount of \$22,135. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair – aye and Mr. Bedard – aye, Mr. Rolfe abstained. The motion passed 2-0-1.

Approval of Payroll Manifest for the week of September 28, 2020 – \$54,332.31

Mr. Bedard motioned to approve the Payroll Manifest for the week of September 28, 2020 in the amount of \$54,332.31. 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 28, 2020

Mr. Leclair read out loud the Consent Agenda for the Week of September 28, 2020 some of which included: Correspondence (2), Pole License (1), Void Check Manifest (1) and three (3) Pistol/Revolver Licenses.

Mr. Bedard motioned to approve the Consent Agenda for the week of September 28, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Appointments with the Board

John Branagan – Affinity LED Lighting, Dover – LED Streetlights Conversion Project

Mr. Bedard indicated he looked at the lights when he was in Dover. Mr. Branagan recommended the 3,000K color temperature unit which he demonstrated, also how it is shielded so as not to bathe anything outside the intended area with light. He noted the LED light fixtures are made in New Hampshire by US Veterans.

Mr. Branagan noted the next step moving forward would be to sign a contract which he will forward to Mr. Herman if they are chosen for the project. After that, an audit of the existing streetlight locations would be done and a map provided to the Town for review of the proposed locations. The Town would retain the GIS map of the lights. The installation, once it begins, would take approximately two days to complete. The mapping takes two to three weeks. The old lights would be properly disposed of. A police detail, if necessary, would be at the Town's expense. The driver of the bucket truck and a support vehicle are both certified flaggers.

Mr. Rolfe asked how long the lights last and Mr. Branagan explained the terms of the 10-year warranty which covers everything the first year, with the Town responsible for labor only for the remainder of the warranty.

Mr. Leclair asked how the Eversource rebate would be payable? Mr. Branagan noted the utility prefers to make payment to the customer, but it can be assigned to the contractor if that is the Town's choice. He noted 50% of the total project cost would be due at the beginning of the project and the remainder at completion. The total cost is \$25,229 with an expected Eversource rebate of \$8,300 paid on completion, bringing the Town's net cost to \$16,929.

Mr. Branagan noted each fixture costs approximately \$303.97 which is \$157 per fixture plus the GIS mapping, installation and recycling in the event fixtures were to be added or subtracted from the 83 fixtures inventoried. Currently the Town is spending \$12,000 in energy costs per year for the current fixtures. The LED replacements would save the Town 55-60% in terms of costs and 69% in energy consumption. The project would pay for itself in 2.61 years. The estimated annual energy costs for the LED lights would be \$5,600 per year.

Mr. Branagan also noted the LED fixtures are *Smart Ready* once that feature is allowed.

Mr. Bedard motioned to accept the proposal of Affinity LED Lighting of Dover, NH dated September 8, 2020 as presented for a total cost of \$25,229 and to authorize the Town Administrator to review and sign the contract from Affinity LED Lighting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair noted the next step would be for the Selectmen to review the map to be prepared by Affinity to see if there are some lights the Town wants to add or subtract.

Fire Chief Mike Williams – Monthly Meeting

Chief Williams indicated the summer was busy and calls were up for the month of August. There was a small spike with Covid which has leveled off going from six active cases back down to one, four had been at one residence. No officers are quarantined.

Chief Williams noted work is going well at Station 2. The windows were done last week. The exhaust system and generator have arrived but have not been installed yet. Some of the flooring had to be removed as there were visible bumps. He reported Mr. Eaton is handling the floor and the supplier has indicated the problem was in the floor pieces themselves and they will be replaced.

Chief Williams indicated Deputy Selinga is working on a social media policy which has been reviewed by Town Counsel. Members are now being paid monthly rather than quarterly. Finance noted a tradeoff was the payments are by direct deposit rather than issuing checks for small amounts. Sundays were the busiest in August. Two new call members have been added, one is a certified firefighter with no EMS while the other is an EMT with no fire training. The Yacht Club offered to allow the Fire Department boat to be stored there after it was removed when the water levels dropped on the lake.

Police Chief Pelton commended the Fire Department for the two and half days it worked on the water rescue / recovery on Lake Massabesic noting the Fire Department did a fantastic job.

Chief Williams reported the annual hose testing was done and some 2.5" and 4" failed but was budgeted for. A lot of old hose will need to be replaced in the next few years. With Lieutenant Glennon's vacancy there may be an increase in the budget for apparatus maintenance. Mr. Leclair asked how the shifts were being filled? Chief Williams noted they are being filled internally. He has received seven applications and invited six to an interview and assessment center. He is now focused on two potential candidates.

Chief Williams indicated the Department is working with Derry on the repeater frequency which has been FCC approved and is being tested on the Chester tower.

Chief Williams indicated with the drought conditions and the Governor's order there are no burn permits being issued, but that may be resolved if there is rain on Wednesday or Thursday.

Mr. Leclair asked about the sanitizer stations at the AVS, if they will pass inspection as they are installed on the wall and contain alcohol which is flammable. Chief Williams will check on them.

Adopt a Cistern/Dry Hydrant Program

Chief Williams noted some residences are close to the locations of the cisterns and dry hydrants that need to be maintained with mowing and shoveling. There are 28 dry hydrants and cisterns throughout Town. The Department would like to initiate an "Adopt a Cistern/Hydrant" program for the residents who may live close to the locations. If a resident would like to participate, they can contact Captain Saulnier at 483-8141 ex. 110. Volunteers would be publicly recognized by having their name on the cistern or hydrant.

Mr. Leclair will propose it to the Wethersfield Homeowner's Association where there are four cisterns.

Memorial Tree

Chief Williams indicated the Department is requesting to place a memorial tree to honor a former member who passed away, Dick Kiley. There is a bench that is hit by the snow plot frequently and they would like to move that bench and put in a 10'x12' patio in the front area to the left side of the main door. There would be no cost to the Town as the Auburn Firemen

Association will pay for the project. Patio bricks could be removed and engraved as future memorials.

Mr. Leclair cautioned to dig safe and requested a plan or sketch be put together for approval.

Police Chief Ray Pelton – Trick or Treat 2020

Chief Pelton indicated there has not been a lot of guidance from the State. Mr. Leclair noted the Town of Conway had some recommendations that seemed to make sense. The Board and the Chief both did not favor canceling Trick or Treat, but felt issuing guidelines for those who want to participate was a better course of action.

Town Response to Covid-19 and State of Emergency Declaration

General Update on Town Issues

Chief Pelton reported there is one current active case reported by the State. He also stressed the Auburn Village School is doing a great job managing traffic and people at this point.

GOFERR and Elections Funding – CARES Act

Mr. Herman noted GOFERR is on track, a couple of items were pulled from the third submission where they were proposals rather than invoices paid. The elections funding through the Secretary of State's office was approved at approximately \$3,500 for the September Primary.

New Business

Town Hall Front Lawn, Plantings and Wooden Seals

Mr. Leclair noted the tree was removed from in front of the Town Hall and he has asked Mr. Plaza to design something that would not result in the same issues and concerns of getting into the septic after growth.

A proposal and sketch plan were provided by Plaza Landscapes dated September 27, 2020 in the amount of \$2,935 for the shrubs and trees at Town Hall, dethatching, loam, seeding and fertilizing. Mr. Leclair noted irrigation would cost an additional \$1,300 to \$1,500. Funds would exceed the \$5,000 from the 175th Anniversary appropriation and the remainder could come from the Property Improvement Fund.

Mr. Leclair noted the tree that was removed could be made into commemorative plaques featuring the Town Seal through a woodburning process and placed at a few locations such as the peak at Town Hall, the Safety Complex, possibly the School and the Historic Association.

Mr. Bedard motioned to contract with Plaza Landscapes for the installation and upgrade of the Town Hall landscaping proposal dated September 27, 2020 and associated irrigation for a total cost of \$4,435.00 and to authorize the Town Administrator to act on it. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Old Business

Insulation Project – Safety Complex

Mr. Leclair noted after inspecting in more detail the attic area of the Safety Complex, Jim Enquist from J. E. Painters Plus was confident he could not get any construction materials into the attic and foaming was the best way to go.

Mr. Rolfe indicated has spoken with Quality Insulation. There may be a grant available to assist with the foaming of the attic. Eversource will need to conduct a cost benefit analysis of the project cost proposal to make that determination.

Update on Sale of Surplus Vehicles

Mr. Herman indicated the sale of the Ford Interceptor at the online auction fell through as the buyer from the second auction also defaulted. With help from the Auburn Police, he has arranged to have the vehicle towed this week to Concord for the State Auction which will be held in mid-October.

Recreation Storage Building

Mr. Leclair and Mr. Rolfe indicated they placed four stakes in the proposed location of the 20'x40' building on the Safety Complex property that they asked the Fire & Police Departments to look at. The building will be divided into three bays with a 12' section divided by fence for use by the Police Department. The remainder will be used by Fire and Parks & Recreation. Mr. Rolfe recommended having a drive pad so that vehicles can be moved out of the way. Mr. Leclair noted he is speaking with Morton Buildings. The Board asked Mr. Herman to reach out to Mr. Eaton. Mr. Leclair noted he will follow-up with Mr. Villeneuve.

Mr. Rolfe also recommended removing the damaged light post in the immediate area and placing area lights on the outside of the storage building instead.

Employee Review & Step Increase Consideration

Mr. Leclair indicated the Board met with Mr. Herman and he had a positive review. His employment agreement is coming up for renewal. Mr. Bedard indicated he is doing a great job and the Board wants to continue the association and renew his contract for another three years.

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

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

Mr. Bedard motioned to unseal the September 14, 2020 non-public meeting minutes. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Report/Comments of Ex-officio Board Representatives

Mr. Rolfe indicated the Planning Board met and discussed a minor subdivision on Haven Drive and had an informal meeting concerning Auburn Heights which will be an age-restricted 81-unit development off Dollard and Hooksett Roads. Traffic and water concerns were discussed and will have studies. The development will have some solar, pickleball, horseshoes and hibachis and take care of its own trash.

The Selectman discussed with Chief Pelton how private roads are enforced in other developments.

Mr. Bedard noted Highway Safety met on Wednesday evening and went over the LED streetlight replacement project, and the concerns raised by Mr. Diorio about the C-throat basins. Mr. Bedard indicated the meeting room was not available and the Committee ended up meeting in the Fire Department. Chief Pelton will talk to Melissa for scheduling. The Board questioned whether the conference room at Pingree Hill Station would be large enough to have some meetings. Mr. Rolfe recommended setting up a workshop meeting with Manchester Water Works at some point.

Other Business

Next Meeting/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

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

- September 14, 2020 Non-Public Meeting

Mr. Bedard motioned to approve the non-public minutes of the September 14, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 9:00 PM. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary