

**Town of Auburn  
Board of Selectmen  
Town Hall  
October 26, 2020**

**6:30 p.m.**

- ( ) Non-Public Session pursuant to RSA 91-A : 3, II (b)**  
Consideration of hiring a person as a public employee

**7:00 p.m.**

- ( ) Call to Order – Pledge of Allegiance**  
Approval of Payroll Manifest for the Week of October 26, 2020  
Approval of Consent Agenda – Week of October 26, 2020

**( ) Appointments with the Board**

- ❖ Fire Chief Mike Williams – Monthly Meeting
  - Social Media / Cell Phone Usage SOP

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

- ❖ General Update on Town Issues

**( ) Town Budget Presentations**

- ❖ Fire Department – Mike Williams
- ❖ Ambulance Service – Mike Williams
- ❖ Emergency Management – Mike Williams
- ❖ Fire Apparatus – Mike Williams
- ❖ Building Improvements – Mike Williams
- ❖ Executive Department – Bill Herman
- ❖ Solid Waste – Bill Herman
- ❖ Street Lights – Bill Herman

**( ) New Business**

**( ) Old Business**

Insulation Project – Safety Complex  
Sale of Surplus Vehicle  
Update – Severance School

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

**( ) Other Business**

**( ) Next Meetings / Events**

Monday, November 2, 2020 – Board of Selectmen's Meeting – 7:00 PM  
Tuesday, November 3, 2020 – General Election – AVS – 7 AM to 7 PM  
Monday, November 9, 2020 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- October 19, 2020 Public Meeting
- October 19, 2020 Non-Public Meeting

**( ) Adjourn**

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



## TOWN OF AUBURN, NEW HAMPSHIRE

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



*Fire Chief Michael Williams*



*Deputy Fire Chief Robert Selinga*

### Auburn Fire-Rescue Department Monthly Report September 2020

Due to the ongoing drought, we have six dry fire hydrants in town which are not useable. This has although helped us make repairs on these dry hydrants which needed repairs.

The Auburn Fire Rescue Department responded to 51 Incidents for the month, Incident responses are broken down as listed below:

Building Fire:	0
Vehicle/equipment Fires:	0
Brush:	4
Fires, all other:	0
Alarm Call no fire:	3
Hazardous Conditions:	3
Rescue/EMS:	23
Service calls:	14
Good intent calls:	4

**Total:** **51**

### Fire Chiefs Report

- Continued working numerous hours on COVID-19 related issues.
- Station 2 renovations are going well, Windows and generator have been replaced, the smoke removal system should be installed soon.
- Continually updating Operational Policies and Procedures.
- Held an AFD Fire Officers meeting.
- I Attended the selectmen's meeting to go over my monthly Fire Department report.
- I Submitted monthly call firefighter payroll.
- I Exported the monthly NHIFRS reports to the State of N.H.

- Held interviews and assessment centers for vacant fulltime firefighter's position. Also hosted follow-up interviews with two candidates.
- The EMR class has started here in Auburn every Wednesday night.
- Working with Derry Fire on a new repeater frequency for both Auburn and Chester Fire.
- Responded to emergencies and meetings as needed and required.
- I continually meet with Fire officers and Department members as needed and required.
- The Part time/Per diem shifts are going well.

#### **Deputy Fire Chief Bob Selinga**

- Assists with Policy and procedure updates. The social media policy is in its final stages.
- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Assists the Fire Chief with many department related issues.

#### **Safety Complex (Station 1) Captain Jim Saulnier**

- Assisted with the COVID-19 preparedness.
- Assists with filling the per Diem shifts and with managing this program.
- The duty crew responded to calls for service as requested.
- The duty crew completed life safety inspections as requested.
- Worked on Dry fire hydrant OOS list.
- Completed monthly Station Captain responsibilities @ Station 1.
- Completed daily Fire prevention activities.

#### **Station 2 Captain (Vacant)**

#### **Lieutenant Matt Barsaleau (Crew #1, PPE)**

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

#### **Lieutenant Todd Dignard (Crew #2, Small tools & equipment)**

- Assisted at Crew detail every other Sunday.
- Responds to emergencies as requested.
- Ordered and repaired small tools and equipment.
- Started to Paint fire apparatus tools.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, driving, etc.

#### **Lieutenant Chris Szatynski (Crew #3 Training)**

- Responds to emergencies as requested.
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Serves as the AFD safety Officer.
- Working on organizing and scheduling monthly fire training, this month's fire training was gator training.
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

#### **Lieutenant Pat Glennon (Apparatus)**

- Assist with Vehicle maintenance on all AFD apparatus
- Responds to emergencies as requested.
- Coordinated all state of NH vehicle inspections.
- Coordinated R1 to get any repairs completed prior to warranty expiring.

#### **Lieutenant Mike Sullivan (EMS)**

- Serves as our EMS coordinator.
- Responded to emergencies as requested.
- Coordinates Monthly EMS training schedules, this month training was CO poisoning.
- Taught a Narcan class for APD and AFD members
- Currently coordinating EMT refresher
- Qc's all EMS TEMSIS reports.
- Working on acquiring AED for all fire apparatus.





# Auburn Fire September 2020 Statistics

## Calls by Day of the Week

	Sept 2020
Monday	9
Tuesday	7
Wednesday	10
Thursday	3
Friday	10
Saturday	2
Sunday	10
<b>Total</b>	<b>51</b>

## Fire / EMS Calls for Sept. 2020

EMS Calls for Service 21

Fire Calls for Service 30

**Total Calls For Service 51**

## Calls by Response Area

	Sept. 2020
Grid AFD1	10
Grid AFD2	3
Grid AFD3	12
Grid AFD4	9
Grid AFD5	3
Grid AFD6	0
Mutual Aid Given	14
<b>Total</b>	<b>51</b>

## Fire and Rescue Responses by Type Sept 2020

Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	4
Fires, other types	0
Alarm call no fire	3
Hazardous Condition	3
Good Intent	4
Service Call	14
Emergency Medical Services	23
<b>Total Responses</b>	<b>51</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	49	49	N/A
Two Calls Simultaneously	1	2	2
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		<b>51</b>	<b>2</b>
<b>Sept. 2020</b>			<b>4 %</b>

## Mutual Aid/Auto Aid Given

	Sept. 2020
Bedford	0
Candia	4
Chester	9
Deerfield	0
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	0
Salem	0
Sandown	0
Windham	0
<b>Total</b>	<b>14</b>

## Mutual Aid Received

		Time of Day	Count
Candia	3	00:00 - 00:59	2
Chester	7	01:00 - 01:59	1
Deerfield	0	02:00 - 02:59	0
Derry	1	03:00 - 03:59	3
Hampstead	0	04:00 - 04:59	0
Hooksett	1	05:00 - 05:59	1
Hudson	0	06:00 - 06:59	4
Litchfield	0	07:00 - 07:59	1
Londonderry	2	08:00 - 08:59	0
Manchester	0	09:00 - 09:59	3
Raymond	0	10:00 - 10:59	3
<b>Total</b>	<b>14</b>	11:00 - 11:59	4
		12:00 - 12:59	2
		13:00 - 13:59	2
		14:00 - 14:59	2
		15:00 - 15:59	2
		16:00 - 16:59	3
		17:00 - 17:59	3
		18:00 - 18:59	8
		19:00 - 19:59	1
		20:00 - 20:59	3
		21:00 - 21:59	3
		22:00 - 22:59	0
		23:00 - 23:59	1
		<b>Total Alarms</b>	<b>51</b>
<b>EMD Call Code</b>	<b>Sept. 2020</b>		
ALPHA	4		
BRAVO	1		
CHARLIE	7		
DELTA	7		
ECHO	0		
NONE	2		
OMEGA	0		
<b>Grand Total</b>	<b>21</b>		



# Auburn Fire Quarter 3 2020 Statistics

## Calls by Day of the Week

	Q3 2020
Monday	22
Tuesday	22
Wednesday	30
Thursday	17
Friday	21
Saturday	7
Sunday	31
<b>Total</b>	<b>150</b>

## Fire / EMS Calls for Q3 2020

EMS Calls for Service 70

Fire Calls for Service 80

**Total Calls For Service 150**

## Calls by Response Area

	Q3 2020
Grid AFD1	28
Grid AFD2	9
Grid AFD3	31
Grid AFD4	39
Grid AFD5	7
Grid AFD6	2
Mutual Aid Given	34
<b>Total</b>	<b>150</b>

## Fire and Rescue Responses by Type

	Q3 2020
Building Fire	0
Vehicle/ Heavy Equipment Fire	0
Brush	5
Fires, other types	0
Alarm call no fire	13
Hazardous Condition	10
Good Intent	23
Service Call	31
Emergency Medical Services	68
<b>Total Responses</b>	<b>150</b>

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	140	140	N/A
Two Calls Simultaneously	5	10	10
Three Calls Simultaneously	0	0	0
Four Calls Simultaneously	0	0	0
Five or More Calls Simultaneously	0	0	0
<b>Totals</b>		150	10
<b>Q3 2020</b>			<b>7%</b>

## Mutual Aid/Auto Aid Given

	Q3 2020
Bedford	0
Candia	9
Chester	23
Deerfield	0
Derry	1
Hampstead	0
Hooksett	0
Hudson	0
Litchfield	0
Londonderry	0
Manchester	0
Northwood	0
Pelham	0
Raymond	1
Salem	0
Sandown	0
Windham	0
<b>Total!</b>	<b>34</b>

## Mutual Aid Received

	Q3 2020	Time of Day	Count
Candia	5	00:00 - 00:59	4
Chester	17	01:00 - 01:59	2
Deerfield	0	02:00 - 02:59	3
Derry	1	03:00 - 03:59	4
Hampstead	0	04:00 - 04:59	0
Hooksett	2	05:00 - 05:59	2
Hudson	0	06:00 - 06:59	5
Litchfield	0	07:00 - 07:59	7
Londonderry	2	08:00 - 08:59	6
Manchester	1	09:00 - 09:59	3
Raymond	0	10:00 - 10:59	10
<b>Total</b>	<b>27</b>	11:00 - 11:59	11
		12:00 - 12:59	8
		13:00 - 13:59	10
		14:00 - 14:59	9
		15:00 - 15:59	7
		16:00 - 16:59	4
<b>EMD Call Code</b>	<b>Q3 2020</b>	17:00 - 17:59	9
ALPHA	13	18:00 - 18:59	11
BRAVO	4	19:00 - 19:59	12
CHARLIE	16	20:00 - 20:59	7
DELTA	18	21:00 - 21:59	6
ECHO	3	22:00 - 22:59	7
NONE	15	23:00 - 23:59	3
OMEGA	0	<b>Total Alarms</b>	<b>150</b>
<b>Grand Total</b>	<b>70</b>		





## Town of Auburn Fire Department

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



### Auburn Fire Department Standard Operating Policy

Posting Date: 08/19/2017 Effective Date: 12/01/2017	SOP Category & Identification Number: SOP #005	New SOP: Revision Date: 10-26-20
SOP Title: Social Media/Cell Phone Usage		
Approved by Michael Williams Written by Robert Selinga	Re-evaluation Date: 10/26/2021	Number of pages: 2

**PURPOSE:** The purpose of this policy is to establish departmental policy concerning the use of social media, personal web pages, internet sites and personal cell phones when referencing the Auburn Fire Department in order to maintain public goodwill and a positive reputation for the Department. The policy is intended to provide employees with clear policy to ensure that they use appropriate discretion when referencing the Auburn Fire Department and to ensure that they treat as confidential the official business of the department.

**SCOPE:** This policy covers all members of the Auburn Fire Department and requires its employees to comply with the policy outlined within. This policy is not intended to restrict communications or actions protected or required by state or federal law, including rights under Section 7(a) of the National Labor Relations Act.

**PROCEDURE AND INFORMATION:** Developments in electronic technology (computers, software programs, applications, information available through the internet and web sites, etc.) are an invaluable resource to assist in the performance of our duties and jobs. This technology has the capability to act as a double-edge sword, in that it presents opportunities to access and use technology for both legitimate and illegitimate ways.

Whether on duty or off-duty, in uniform or plain clothes, all employees represent the Auburn Fire Department. Professionalism and integrity are of paramount importance in the Fire Service and to the Auburn Fire Department. To achieve and maintain the public's highest level of trust and respect, reasonable restrictions must be placed on department members' conduct and appearance, regardless of whether the person is on or off-duty. An employee's action(s) must not bring the department's reputation into disrepute or be detrimental to efficient operations.

To maintain efficient operations and the reputation of the Department, the following must be observed:

- Photographs or other depictions of departmental uniforms, badges, patches, marked vehicles, other departmental property or on-duty personnel, including fire and emergency medical scenes, shall not be posted on any internet sites by department personnel without the written approval of a Chief Fire Officer. A Chief Officer can provide prior approval to individuals upon written request for specific events.

- Employees are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official departmental training, activities, or work-related assignments without the written approval of a Chief Fire Officer.
- No employee shall release, post, (directly or indirectly) or disseminate in any way to any person outside the department, any information, other than information included in public logs, concerning the department's handling of or response to fires, emergency medical calls, or violations of state codes/town ordinances, without the authorization of a Chief Fire Officer.
- Employees shall not post any material on the internet that brings discredit to or may adversely affect the integrity and/ or the efficiency of the Auburn Fire Department. Examples include posting of statements, photographs, drawings, artwork, video or audio which may reasonably be viewed as malicious, obscene, violent or intentionally derogatory towards any person or group based on race, ethnicity, gender or any other status protected by law. In addition, no employee shall use the internet or social media in any way to disparage, intimidate, threaten, or harass another member of the Auburn Fire Department or Town of Auburn employee, or Auburn citizens.
- Employees must not represent themselves as spokespersons for the Town of Auburn or the Auburn Fire Department, unless authorized to do so by a Chief Fire Officer. Any postings or statements related in any way to the Town or the Department must include a disclaimer stating that the writer/speaker is speaking as an individual and that the views expressed do not represent those of the Town or the Department.
- Employees should consider the possible adverse consequences of posting on the internet or other social media platforms, such as future employment, discoverable information in criminal/civil cases and public as well as private embarrassment.
- Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social networking sites such as Face book, Twitter, Craigslist, etc. The use of these sites while on-duty shall be restricted to official departmental business only while in the station. The use of any of these sites while at an incident scene and/or riding on apparatus is not permitted.
- The use of cell phones, as phones, for personal use while at an incident scene and/or riding on apparatus is not permitted unless the approval of the fire officer has been granted. However, the OIC may use their phone for official departmental business.
- Employees becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy are strongly encouraged to notify his/her Fire Officer.

Violation of this policy may result in disciplinary action up to and including termination from the Auburn Fire Department.

**END OF SOP 005**



		1 Expended 2017  As of December	2 Expended 2018  As of December	3 Expended 2019  As of December	4 Budgeted 2020  As of December	5 Expended YTD 2020  As of October	6 Dept/Comm Request 2021	7 %Chg 20/21	8 BOS Budget Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>										
<b>Fire Department</b>										
1 01-4220-3-370-1	Fire Occupational Health & Safety	0.00	242.00	580.58	3,205.00	2,298.94	3,150.00	-2%		
<i>Narrative for Column # 6</i> Represents infectious control program and safety equipment required by department level standards. Reflects a \$55 decrease. Safety glasses, PPE, gowns, gloves, COVID-19 supplies - \$1,000 Misting fan for rehab purposes - \$750 Immunizations 35 x \$40 - \$1,400										
2 01-4220-3-390-2	Forest Fires	0.00	0.00	0.00	1.00	1,200.00	1,000.00	99,900%		
<i>Narrative for Column # 6</i> Represents a budget number for reimbursement purposes and for class A foam for forest fires. Reflects a \$999 increase for purchases forest fire foam. Class A foam 10 - 5 gallon buckets - \$1,000										
3 01-4220-3-390-3	Fire Equipment Maintenance	1,035.11	5,013.38	4,531.33	4,500.00	4,216.35	4,500.00			
<i>Narrative for Column # 6</i> Represents all fire department equipment maintenance including, small tools, equipment, saws, pumps, etc. Reflects no increase. Small tools and equipment maintenance - \$1,000 Gas, oil, saw blades, batteries, etc. - \$1,000 Gas meter supplies - \$1,500 Power equipment maintenance - \$1,000										
4 01-4220-3-390-4	Fire Radio Repair	1,111.32	199.30	2,347.13	1,000.00	1,611.80	1,500.00	50%		
<i>Narrative for Column # 6</i> Represents all mobile and portable radio repairs, including batteries, antennas, microphones, etc. Reflect as increase of \$500 due to aging portable radio repairs.										
5 01-4220-3-390-5	Derry Dispatch	45,944.50	48,241.50	52,025.36	55,772.00	54,049.28	54,868.00	-2%		
<i>Narrative for Column # 6</i> Represents all associated dispatching fees for Derry Fire to dispatch Auburn Fire on all emergency and non-emergency incidents. Reflect a decrease of \$904. Derry dispatch coast agreement - \$52,926 Chester tower lease agreement - \$1,942										
6 01-4220-3-390-7	Fire & Rescue Training	13,516.11	4,356.19	6,512.63	17,500.00	5,481.00	17,500.00			
<i>Narrative for Column # 6</i> Represents all training including outside vendors brought in to teach certain levels of both Fire and EMS training and for reimbursement purposes. Reflects no change. 35 Fire/EMS members training allowances @ \$500 per person - \$17,500										
7 01-4220-3-390-8	Fire Hazmat	6,556.68	6,623.70	6,968.28	7,249.00	7,243.90	7,394.00	2%		
<i>Narrative for Column # 6</i> Represents associated annual dues to be part of the Regional Hazardous Material Team. Reflects an increase of \$145 because of increase in dues.										
8 01-4220-5-550-1	Fire Building Maintenance	11,478.96	18,341.17	19,430.87	18,697.00	21,168.58	18,297.00	-2%		
<i>Narrative for Column # 6</i>										

# 2021 PROPOSED FIRE TOWN OF AUBURN

	1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of October	6 Dept/Comm Request 2021	7 %Chg 20/21	8 BOS Budget Approved 2021	9 Budget Comm Approved 2021
Represents building maintenance for both fire stations. Reflects a decrease of \$400. Painting (both stations) - \$2,500 Interior repairs, carpet, flooring, etc. (both stations) - \$1,000 Exterior repairs, seed, painting, etc. (both stations) - \$1,000 HVAC maintenance agreement (Complex) - \$1,332 HVAC maintenance agreement (Station 2) - \$1,000 Unexpected repairs (both stations) - \$4,500 Plymovent service contract (Complex) - \$600 Floor buffing (both stations) - \$600 Fire alarm monitoring (both stations) - \$1,140 New outside LED lights (Station 2) - \$1,500 Trash pickup (both stations) - \$600 Pressure wash (Complex) - \$575 Repair rotted trim, build roof over bay door, install rain diverter - \$1,950									
9 01-4220-6-610-1 Fire & Rescue New Equipment Narrative for Column # 6 Represents all new fire equipment purchases, and replaement of such equipment which fails over the year. Reflects a decrease of \$14. Forestry supplies, equipment, and forestry hose - \$1,000 New fire hose, 1-3/4" & 4" - \$4,582 Tools and equipment - \$1,800 Rescue air bags - \$8,500	19,282.15	14,306.51	16,411.47	15,896.00	14,299.31	15,882.00			
10 01-4220-6-610-4 Fire New Radios Narrative for Column # 6 Represents new radio purchases, which either need replacing or break. No change. Tanker 1 digital radio - \$3,850 Rescue 1 digital radio - \$3,850	3,443.77	2,714.30	6,543.83	7,700.00	2,546.74	7,700.00			
11 01-4220-6-610-6 Fire SCBA Equipment/Maintenance Narrative for Column # 6 Represents all self-contained breathing aprpratus maintenance or replacement of such equipment over the year. Reflects a decrease of \$650. 6 Replacement face pieces - \$3,000 Replacement associated parts/eyeglass inserts - \$1,850 SCBA Breathing air semiannual testing - \$1,130	3,637.54	2,146.95	5,864.46	6,130.00	2,260.18	5,480.00	-11%		
12 01-4220-6-611-1 Fire Water Hydrants Narrative for Column # 6 Represents fire hydrant fees paid out over the year. Reflects no change.	9,806.08	11,945.50	13,540.80	13,112.00	7,313.61	13,112.00			
13 01-4220-6-640-0 Fire Dues, Subscription and Software Narrative for Column # 6 Represents all fire department subscriptions, dues, and new or replacement software. Reflects no change. Firehouse software - \$1,700 Membership dues - \$1,000 Office 0365 monthly fees - \$1,900	4,023.10	3,047.44	5,205.87	4,600.00	4,685.22	4,600.00			
14 01-4220-6-660-1 Fire Rescue Supplies Narrative for Column # 6 Item covers all fire deparment supplies, example: batteries, gas meter sensors, rehab supplies, tools, etc. Reflects no change. Durable medical equipment - \$2,000 Recharge batteries - \$1,000	4,692.20	2,060.12	2,599.17	3,000.00	2,891.20	3,000.00			
15 01-4220-6-660-2 Fire Protective Clothing Narrative for Column # 6	10,135.77	14,600.19	14,050.79	16,950.00	7,303.25	16,950.00			

# 2021 PROPOSED FIRE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expend	Expend	Expend	Budgeted	Expend YTD	Dept/Comm	%Chg	BOS Budget	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
		As of December	As of December	As of December	As of December	As of October	2021		2021	2021
Represents all personal protective equipment worn by firefighters and station wear. All PPE must be replaced after 10 years of in-service time per NFPA 1971 requirements. Reflect no change.										
5 New set of PPE - \$12,500										
Spare hoods, boots and gloves - \$1,500										
2 fulltime firefighter uniforms - \$1,200										
35 call firefighter uniforms x \$50 - \$1,750										
16 01-4220-6-670-1	Fire Office & Cleaning Supplies	2,500.76	2,886.77	2,800.86	2,500.00	2,445.56	2,500.00			
Narrative for Column # 6										
Represents all cleaning supplies for both the fire stations and for the apparatus. Also covers all office supplies, including pens, paper, tables, office chairs, printer cartridges, water, etc. Reflect no change.										
17 01-4220-6-690-0	Fire Prevention	0.00	0.00	0.00	1,500.00	848.74	1,500.00			
Narrative for Column # 6										
Represents fire prevention supplies used during fire prevention week at the school and public events. No increase.										
18 01-4220-6-690-1	Fire Misc Grant	7,236.00	10,066.76	5,969.74	5,000.00	-203.16	5,000.00			
Narrative for Column # 6										
Represents money needed to cover grant co-pays if grants are written and approved. Reflects no change.										
19 01-4220-6-690-2	Fire Dry Hydrants	520.74	0.00	44.91	1,500.00	38.72	1,500.00			
Narrative for Column # 6										
Line covers maintenance and repairs on all 24 dry hydrants and cisterns throughout Town. Reflects no change.										
20 01-4220-6-690-3	Fire Information Technology	0.00	7,886.54	6,195.00	5,560.00	7,705.95	7,560.00	36%		
Narrative for Column # 6										
Represents all IT services and repairs of such equipment. Reflects and increase of \$2,000 to replace 2 desktop computers.										
Monthly maintenance \$265 x12 - \$3,420										
Cloud backup \$95 x12 - \$1,140										
Desktop computers \$1,000 x 2 - \$2,000										
Unexpected costs - \$1,000										
21 01-4220-7-700-1	Fire Truck Lease/Purchase	6,513.41	0.00	0.00	0.00	0.00	0.00			
22 01-4220-7-710-1	Fire Truck Maintenance	19,099.19	44,345.65	43,194.76	27,900.00	29,624.10	45,950.00	65%		
Narrative for Column # 6										
Represents all fire apparatus maintenance and repairs. Reflects an increase of \$4,700 over requested 2020 Budget. 2020 Budget removed Tanker #2 pump work of \$9,300 and reduced unforeseen repairs to \$5,000.										
Annual Service - \$10,600										
Pump Service/Testing - \$2,600										
Aerial Service - \$1,200										
Aerial/Ground Ladder Test - \$1,400										
Hose Testing - \$3,400										
Tires - \$7,000										
State Inspection - \$650										
Tanker 2 Pump Work - \$9,500										
Unforeseen Repairs - \$9,600										
23 01-4220-7-720-1	Fire Apparatus Fuel	7,696.78	7,673.11	8,511.60	9,000.00	6,024.08	9,000.00			
Narrative for Column # 6										
Represents all fire apparatus fuel, small equipment fuel, station fuel, etc. Reflects no change.										
10 Fire apparatus vehicles with either diesel or gasoline and portable cans.										
Fire Department Total		178,230.17	206,697.08	223,329.44	228,272.00	185,053.35	247,943.00	9%	0.00	0.00
Grand Total:		178,230.17	206,697.08	223,329.44	228,272.00	185,053.35	247,943.00	9%	0.00	0.00



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# 2021 PROPOSED AMBULANCE TOWN OF AUBURN

Page: 1  
Adele  
ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of October				
<hr/>										
General Fund										
Ambulance										
1 01-4215-3-390-1	Derry Ambulance Service	80,082.50	83,896.00	84,735.00	86,858.00	86,857.55	89,463.00	3%		
Ambulance Total		80,082.50	83,896.00	84,735.00	86,858.00	86,857.55	89,463.00	3%	0.00	0.00
Grand Total:		80,082.50	83,896.00	84,735.00	86,858.00	86,857.55	89,463.00	3%	0.00	0.00

# 2021 PROPOSED EMERGENCY MANAGEMENT TOWN OF AUBURN

		1 Expended 2017  As of December	2 Expended 2018  As of December	3 Expended 2019  As of December	4 Budgeted 2020  As of December	5 Expended YTD 2020  As of October	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>										
<b>Emergency Management</b>										
1 01-4290-0-550-0	OEM (FEMA) Expenditure	0.00	40,286.10	0.00	1.00	0.00	1.00			
2 01-4290-3-390-1	OEM Training	0.00	0.00	0.00	1.00	0.00	1.00			
3 01-4290-3-395-1	OEM Public Media	0.00	8,100.00	0.00	1.00	0.00	1.00			
4 01-4290-5-510-1	OEM Communications	-53.96	0.00	0.00	1.00	0.00	1.00			
5 01-4290-6-610-1	OEM Equipment & Gear	293.27	0.00	0.00	1,800.00	900.86	1,800.00			
Narrative for Column # 6										
New computer table/desk for Town's EOC. - \$500										
New desktop computer for Town's EOC - \$1,300										
<b>Emergency Management Total</b>		<b>239.31</b>	<b>48,386.10</b>	<b>0.00</b>	<b>1,804.00</b>	<b>900.86</b>	<b>1,804.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>239.31</b>	<b>48,386.10</b>	<b>0.00</b>	<b>1,804.00</b>	<b>900.86</b>	<b>1,804.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED MACHINERY, VEHICLES & EQUIPMENT

## TOWN OF AUBURN

	1 Expended 2017  As of December	2 Expended 2018  As of December	3 Expended 2019  As of December	4 Expended 2020  As of December	5 Expended YTD 2020  As of October	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>									
<b>Machinery, Vehicles &amp; Equipmen</b>									
1 01-4902-7-700-1 Fire Apparatus Lease/Purchase	72,695.61	172,695.61	120,909.07	120,910.00	118,968.07	120,909.00			
<b>Machinery, Vehicles &amp; Equipmen Total</b>	<b>72,695.61</b>	<b>172,695.61</b>	<b>120,909.07</b>	<b>120,910.00</b>	<b>118,968.07</b>	<b>120,909.00</b>	-0%	0.00	0.00
<b>Grand Total:</b>	<b>72,695.61</b>	<b>172,695.61</b>	<b>120,909.07</b>	<b>120,910.00</b>	<b>118,968.07</b>	<b>120,909.00</b>	-0%	0.00	0.00



# 2021 PROPOSED IMPROVEMENTS TO BUILDINGS

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended TYD	Dept/Comm	% Chg	BOS	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of October				
<b>General Fund</b>										
<b>Buildings</b>										
1 01-4903-9-920-0	Fire Station #2 Repairs/Upgrades	0.00	0.00	0.00	1.00	17,085.50	13,000.00	1,299,900%		
Narrative for Column # 6										
Station 2 repairs which were discussed during the building walkthrough last year.										
Re-Painting the exterior of the building and bays - \$10,000										
Reinsulate the attic - \$3,000										
2 01-4903-9-920-1	SC Addition/Highway Doors/WE Fence	0.00	0.00	32,158.94	43,000.00	-1,150.00		-100%		
3 01-4903-9-920-2	Town Hall Energy Imp (WA#6/10)	0.00	0.00	0.00	0.00	0.00				
<b>Buildings Total</b>		<b>0.00</b>	<b>0.00</b>	<b>32,158.94</b>	<b>43,001.00</b>	<b>15,935.50</b>	<b>13,000.00</b>	<b>-70%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>32,158.94</b>	<b>43,001.00</b>	<b>15,935.50</b>	<b>13,000.00</b>	<b>-70%</b>	<b>0.00</b>	<b>0.00</b>

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10:03AM

# 2021 PROPOSED EXECUTIVE DEPARTMENT TOWN OF AUBURN

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Adele  
ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS Budget	Budget/Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of October				
<b>General Fund</b>										
<b>Executive Department</b>										
1 01-4130-2-250-1	Selectmen Expenses	3,750.00	3,750.00	3,750.00	3,750.00	2,812.50	3,750.00			
2 01-4130-6-620-1	Town Report	2,043.07	1,451.27	2,000.00	1,500.00	1,419.76	1,500.00			
3 01-4130-6-660-2	Voter Guide	3,700.00	3,902.60	4,275.00	4,400.00	4,497.49	4,900.00	11%		
Narrative for Column # 6										
Deliberative session mailer (printing & postage) - \$1,700										
Voter Guide for Match balloting (printing & postage) - 3,100										
<b>Executive Department Total</b>		<b>9,493.07</b>	<b>9,103.87</b>	<b>10,025.00</b>	<b>9,650.00</b>	<b>8,729.75</b>	<b>10,150.00</b>	<b>5%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>9,493.07</b>	<b>9,103.87</b>	<b>10,025.00</b>	<b>9,650.00</b>	<b>8,729.75</b>	<b>10,150.00</b>	<b>5%</b>	<b>0.00</b>	<b>0.00</b>

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10:04AM

# 2021 PROPOSED SOLID WASTE TOWN OF AUBURN

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Adele  
ReportBudgetSF

	1 Expended 2017 As of December	2 Expended 2018 As of December	3 Expended 2019 As of December	4 Budgeted 2020 As of December	5 Expended YTD 2020 As of October	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>									
<b>Solid Waste Disposal</b>									
01-4324-3-390-1 Solid Waste Hazardous Narrative for Column # 6 Paper "Shred Day" - \$850 E-Waste Collection Event - \$4,800 Household Hazardous Waste Collection Event - \$4,500	10,267.07	7,927.34	9,258.82	10,050.00	9,650.00	10,150.00	1%		
01-4324-5-390-0 Landfill Monitoring Narrative for Column # 6 Groundwater monitoring, sampling and reporting at former landfill.	9,100.00	10,200.00	10,500.00	15,700.00	8,300.00	10,000.00	-36%		
01-4324-5-390-1 Roadside Pickup Container	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Solid Waste Disposal Total</b>	<b>19,367.07</b>	<b>18,127.34</b>	<b>19,758.82</b>	<b>25,751.00</b>	<b>17,950.00</b>	<b>20,151.00</b>	<b>-22%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>19,367.07</b>	<b>18,127.34</b>	<b>19,758.82</b>	<b>25,751.00</b>	<b>17,950.00</b>	<b>20,151.00</b>	<b>-22%</b>	<b>0.00</b>	<b>0.00</b>



# 2021 PROPOSED PUBLIC LIGHTING (STREET)

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of October				
<b>Street Lighting</b>										
1 01-4316-3-390-1	Public Street Lighting	13,963.57	12,703.10	14,818.07	14,000.00	10,793.76	7,000.00	-50%		
Narrative for Column # 6										
Expecting less needed due to change over to LED's.										
<b>Grand Total:</b>		<b>13,963.57</b>	<b>12,703.10</b>	<b>14,818.07</b>	<b>14,000.00</b>	<b>10,793.76</b>	<b>7,000.00</b>	<b>-50%</b>	<b>0.00</b>	<b>0.00</b>

## 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 22, 2020

**Re:** Update on Sale of Surplus Vehicle

In a final report on the surplus vehicles the Town had to offer for sale this year, the Board may recall that the first was sold through a national online auction service in August. The vehicle sold for a total of \$5,980 with the Town realizing 85% of the total transaction or \$5,083.

After two unsuccessful efforts through the national online service for the Town's second vehicle, we placed the vehicle for sale in the annual State of NH Surplus Equipment Auction that, this year, was also held online on October 22<sup>nd</sup>.

This year the State Auction featured a total of 464 items for sale including automobiles, SUVs, small and large trucks, boats, trailers, equipment, tires and more. Of this total, there were approximately 120 automobiles offered for sale from the State and local communities.

Auburn's 2013 Ford Taurus Police Interceptor Sedan attracted 33 bids through the advance online viewing and pre-bidding process. This resulted in the vehicle starting the actual live online auction on October 22<sup>nd</sup> at \$5,500 and ultimately sold for a total of \$5,900. The Town will realize 90% of the transaction amount or \$5,310. In addition, it cost us \$150 to tow the vehicle to the Concord property yard resulting in a "profit" balance of \$5,160.

We can expect to receive payment from the auction house with 10 days of the auction or around November 1<sup>st</sup>.

Thank you for your consideration.

**Town of Auburn  
Board of Selectmen  
October 19, 2020  
Minutes  
7:00 PM**

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

**Others Present:** Finance Director Adele Frisella, Finance Assistant Patricia Rousseau, Parks & Recreation Coordinator Amy Lachance, Library Director Kathryn Gowney, Library Trustee, Nancy Mayland, Mike DiPietro, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, Town Administrator William Herman and Nancy Hoiyer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Approval of Accounts Payable Manifest for the Week of October 5, 2020 - \$1,183,669.76**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of October 5, 2020 in the amount of \$1,183,669.76. 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 October 5, 2020 - \$26,127**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 5, 2020 in the amount of \$26,127. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair and Mr. Bedard voted in favor and Mr. Rolfe abstained, the motion passed 2-0-1.*

**Approval of Payroll Manifest for the Week of October 12, 2020 - \$55,985.66**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of October 12, 2020 in the amount of \$55,985.66. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of October 19, 2020 – \$82,279.14**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 19, 2020 in the amount of \$82,279.14. 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 October 19, 2020 - \$36,247.50**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of October 19, 2020 in the amount of \$36,247.50. Mr. Leclair seconded the motion. A vote was taken, Mr. Leclair and Mr. Bedard voted in favor and Mr. Rolfe abstained, the motion passed 2-0-1.*



## **Approval of Consent Agenda for the Week of October 19, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of October 19, 2020 some of which included: a Public Warrant for the November 3<sup>rd</sup> Presidential Election, a Tax Collector Warrant/Land Use Change Tax, a Cemetery Deed, a Void Check Manifest for Two Accounts Payable Checks and three (3) Pistol/Revolver Licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the week of October 19, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Public Hearing**

**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.**

Mr. Leclair opened the hearing to the public at 7:02 PM for comments and questions.

The public hearing notice indicated the total cost of the project is \$25,229.58 and would be covered by the rebate grant payable by Eversource and \$16,929.58 from the Town Properties Rehabilitation Expendable Trust Fund.

Mr. Leclair asked if the \$8,300 reimbursement would go into the general fund and Mr. Herman confirmed that it would.

There being no other comments or questions, Mr. Leclair closed the hearing to the public at 7:38 PM.

***Mr. Bedard motioned to accept and expend the \$8,300 reimbursement grant from Eversource and to authorize 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. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Leclair asked what the status was with the process and Mr. Herman indicated the company was putting together its GIS mapping of the existing light poles.

## **Appointments with the Board**

### **Police Chief Ray Pelton – Body Cameras**

Chief Pelton and Lieutenant Charles Chabot presented a proposal on behalf of the Auburn Police Department to outfit the department with 12 body cameras for use by the officers. An estimate dated October 6, 2020 in the amount of \$23,770 was provided by Pelmac Industries for the 12 body worn cameras, two docking stations, controller, three (3) five-pack magnet mounts, a 64 TB recorder, switches, ports, cables, connectors and installation. There is up to a three-month lead time to acquire the devices and have them installed so the officers could begin use at the end of December or beginning of January.

Lieutenant Chabot demonstrated two of the devices available which have been loaned to the department to try out. He also demonstrated an audio/visual recording produced by one of the devices and explained how the devices could be activated manually or remotely or during a

struggle or take still photos of an accident scene. If activated remotely the unit would vibrate to alert the officer. The devices are equipped with GPS, and there is a three-year warranty.

Lieutenant Chabot and Chief Pelton discussed with the Board the options for storage and explained how the devices would be recharged in the docking stations at the end of an officer's shift. Data storage options included Cloud storage or a server. Cost for Cloud storage would be \$46 per month for the 12 cameras.

Mr. Leclair asked if people were notified they are being recorded, and Chief Pelton indicated they are but there are circumstances when a choice is not given such as during an arrest. The Chief noted they would be developing full Standard Operating Procedures for the use of body cameras and train all their officers before placing the cameras into service.

Chief Pelton indicated he anticipated the Department to end the year with an approximate \$40,000 surplus in their operating budget, and was interested to know if the Board would be agreeable for the department to make this purchase in 2020 and not have to budget new funds in the coming year. Mr. Leclair indicated he would like the Department to find a way to do it now rather than budgeting for next year. The other Board members agreed.

***Mr. Rolfe motioned to allow the Auburn Police Department to purchase body cameras and accessory equipment as outlined not to exceed \$23,770 using this year's operating budget. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Presentation of FY 2021 Town Budget and Updated Capital Improvement Plan**

Mr. Herman provided the Board with an outline of the proposed FY 2021 Town operating budget totaling \$5,883,776 which is an increase of 5.67% over last year. Mr. Herman noted the budget package is an unedited collection of all the individual department budget requests or items included in the approved Capital Improvement Plan for 2021. He also indicated there are no wage changes included in terms of step increases or a COLA. Mr. Herman did observe there were some adjustments proposed in the Finance Office due to the pending retirement of the Finance Director and the anticipation of a promotion and the hiring of a new employee.

In other areas there were increases of nine per cent for health insurance premiums, four per cent for disability and an average increase of 20% for NH Retirement System increases. The Fire Department has requested a full year for the per diem weekend coverage which is an increase of approximately \$9,000. He also noted three departments have not turned in their budgets at this time, so they have been estimated generally at the amounts in the current year's budget.

Mr. Leclair suggested nearly 70% of the operating budget is salaries and benefits, so a potential COLA and step increases could affect 2.3% of 70% of the operating budget.

Mr. Herman reported the Planning Board reviewed and updated the Capital Improvement Plan earlier this month and provided the table which included electronic record storage, skating rink, library assessment and replenishment of reserve funds. Chief Williams is interested in establishing a fund for cistern and hydrant maintenance. Mr. Leclair recommended that be part of the Town Properties Rehabilitation Fund rather than creating a separate account. Mr. Leclair also noted the Town Building Rehabilitation could be opened up to expand its purpose to

include new buildings so if the Town wanted to put up a building the funding could be utilized. As originally created, that was not anticipated so it is not an allowed use.

Finance Director Adele Frisella indicated the undesignated fund balance is \$2.7 million. Mr. Leclair noted as it is near the ceiling of what is recommended, there could be a return of some funds to offset the tax rate.

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

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

Police Chief Pelton reported the Town has two active cases. Mr. Leclair asked if positive cases were being seen in adolescents and Chief Pelton indicated they were.

### **GOFERR and Elections Funding – CARES Act**

Mr. Herman reported the Town will make its fourth submission this week and reviewed the Town's allocation of \$131,300 and reimbursements to date.

Mr. Leclair asked if the new floor at the Pingree Hill Station had been fixed yet and Mr. Herman reported he did not know, but he was aware the Building Inspector made her final inspection this afternoon on the generator installation.

### **Election Funds – Center for Tech and Civic Life Grant**

Mr. Herman indicated Town Clerk Kathleen Sylvia received notice of a national grant program that offered funding to assist local governments across the country to cover increased costs for the 2020 elections because of the COVID-19 pandemic. The application was submitted and on October 12, 2020 the Town was advised it had been approved for a \$5,000 grant that can be used for election related costs over the time frame between June 15 and December 31, 2020, and would have to be reported to the CTCL by January 30, 2021. This would allow the coverage of some costs for both the September and November elections. Any unused funds would have to be returned. A copy of the CTCL Grant Agreement was provided and will be submitted to finalize the grant.

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

***Mr. Bedard motioned to designate the Town Administrator as the signing authority for the Town of Auburn with the CTCL Covid-19 Response Grant program. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

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

## **New Business**

### **Library Building and Property Review Efforts**

Mr. Herman indicated the Board budgeted in 2020 for the planning of a potential expansion of the library and provision for a community center space at the current Hooksett Road property. Earlier this year the Town awarded a contract to H.L. Turner for initial review of the property and current building. It was determined that information from a Library Consultant who will work with the Trustees and Director to develop what amount and type of space the library should include, would be helpful to H.L. Turner in their efforts. There is \$20,730 left in the current appropriation. The Library Trustees identified they would like to work with consultant Patience Jackson who quoted a range of \$3,000 to \$10,000 for the work to be performed. Funds could come from the balance remaining in the 2020 budget appropriation.

Nancy Mayland indicated the citizens need to be on board and help develop what we need from all our input. Each group who would use the Community Center needs to meet such as the Boy Scouts, Girl Scouts and Parks & Recreation. It was suggested Mrs. LaChance should be an integral part of the development process as she has regular contact with each of the groups who will be utilizing the Community Center space. Ms. Growney added that focus groups and surveys will be sent out and reviewed for feedback.

Mr. Leclair questioned at what point the consultant's charges would be determined and billed, at an hourly or some other rate. Ms. Growney will contact her and get a more detailed contract. Mr. Leclair recommended Mr. Herman review the contract.

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

### **Review of Four Town Buildings – Interior LED Lighting**

Mr. Herman indicated Affinity LED Lighting, who is doing the Town's streetlights' upgrade to LED, reached out and offered to survey and analyze the interior lighting of Town facilities for possible energy and cost savings. The review effort would be at no expense or obligation on the part of the Town. So, he had them review the Town Hall, Griffin Library, Safety Complex and Pingree Hill Fire Station. He anticipates a report within a week or two.

### **Maintenance Surety Release – Anderson Way**

Mr. Herman provided the Board with a letter from the Land Use Administrator dated October 16, 2020 and supporting materials relative to the Planning Board's vote to recommend the Board of Selectmen approve the release of the remaining surety held by the Town in the amount of \$11,497.10 for Anderson way. A copy of the meeting minutes and recommendation of Stantec dated October 2, 2020 were also included.

***Mr. Leclair motioned to approve release of the remaining \$11,497.10 surety for Anderson Way as recommended by Stantec and the Planning Board. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Unanticipated Expense – Repair to Tanker #1**

Mr. Herman advised the Board Fire Chief Williams brought to his attention Tanker 1 had to be taken out of service for repairs to its brake shoes, linings and a loose wheel bearing. The cost of repairing the vehicle was \$4,099.58. The department's vehicle and equipment maintenance budget for 2020 having been nearly depleted the Chief requested funding from the Fleet Maintenance and Replacement Expendable Trust Fund established by the voters in March. The fund has a balance of \$25,000. An invoice was provided.

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

### **Old Business**

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

Mr. Herman provided the Board with an estimate from Quality Insulation dated 10/08/2020 in the amount of \$11,767 for the vaulted ceiling area and gable walls at the Safety Complex. The estimate is good through January 6, 2021.

Mr. Leclair noted the price is 40% less than the other foam insulation estimate and asked if JE Painting would still need to refresh the batting? Mr. Rolfe indicated he did not believe anything more would need to be done as this would insulate the walls and roof. Mr. Leclair recommended finding out if the fiberglass had to be fixed and if there are any grants available. Mr. Herman will investigate it.

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

Mr. Rolfe reported on the Planning Board meeting. There was an informal review of Fox Lane and a business interested in using Schoolhouse #8, which has been vacant for some time, as a home office. The Longmeadow Church received conditional approval of the parking lot expansion, while the lighting ordinance and Capital Improvement Plan was approved.

Mr. Bedard reported Parks & Recreation met to discuss their budget and the Trunk or Treat Halloween event, summer concerts at Circle of Fun, security cameras at Wayne Eddows and the update of the search for the Facilities Maintenance Director.

#### **Other Business**

Mr. DiPietro asked about the tree replacement at Town Hall. Mr. Rolfe indicated they installed a Frazier Fur. The crab apple tree was moved to Circle of Fun and blended right in with the one that was there.

Mr. Bedard has not heard back on the quote for the storage building. Mr. Leclair indicated he has not heard back from Morton and has called them twice. He reached out to Mr. Villeneuve who is preparing a quote for review.



## **Next Meeting/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

Tuesday, November 3, 2020 – General Election at AVS Gym

Wednesday, November 4, 2020 – Budget Committee Meeting at 7:00 PM

## **Minutes**

- September 28, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the September 28, 2020 Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A:3, II (b) Consideration of hiring a person(s) as a public employee**

***Mr. Leclair motioned to go into non-public session pursuant to 91-A:3, II (b) consideration of hiring a person as a public employee. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 8:35 PM.

Amy Lachance left the meeting at 8:45 PM.

Mr. Herman advised when Ms. Frisella retires as Finance Director, the planning has been that Ms. Rousseau will be elevated into that position. The Town will be looking to hire a Finance Assistant when Ms. Rousseau steps up. Ms. Frisella and Ms. Rousseau are recommending a two-month overlap when three individuals would be in place to provide for a smooth transition. Mr. Herman recommending advertising right away to have someone on board by February.

Ms. Frisella indicated Ms. Rousseau has been in the position for two and half years and has taken all of the classes but one (due to Covid-19) and is not required. Ms. Rousseau got an A in Accounting 1. One way or another the State has assured she will get her certification. Ms. Rousseau did most of the budget work last year and has done Town Reports, payroll, 941s and retirement. She has Ms. Frisella and other sources to call in the event of a problem.

Mr. Leclair asked about the other responsibilities Ms. Rousseau handled including the Town Crier and Welfare Administration and if they will go with the Finance Assistant position. Ms. Rousseau indicated the Welfare Administration portion was the toughest part, but that the position would handle all of its current components.

Mr. Leclair questioned what the starting pay should be for the Finance Assistant's position. Ms. Frisella indicated Ms. Rousseau has had two step increases since she started, so we anticipated a starting rate similar to where Ms. Rosseau initially began.



The Board commented they are going to miss Ms. Frisella when she retires and agreed with the proposed planning for transition.

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

The meeting room was reopened to the public at 9 PM.

***Mr. Bedard motioned to seal the minutes of the first non-public session. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion carried.***

### **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