

**Town of Auburn  
Board of Selectmen  
Town Hall  
November 2, 2020**

**7:00 p.m.**

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

Approval of Accounts Payable Manifest for the Week of November 2, 2020

Approval of Consent Agenda – Week of November 2, 2020

**() Appointments with the Board**

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

- ❖ General Update on Town Issues

**() Town Budget Presentations**

- ❖ Building Inspector – Carrie Rouleau-Cote
- ❖ Animal Control – Jarlene Cornett
- ❖ Legal Expenditures – Bill Herman
- ❖ Insurance – Bill Herman
- ❖ Other Public Safety – Bill Herman
- ❖ Patriotic Purposes – Bill Herman
- ❖ Debt Service – Bill Herman

**() New Business**

- ❖ 2020 Tax Rate
- ❖ Warrant Article #7 – Storage Building
- ❖ Unexpected Costs – Repairs for Engine 1

**() Old Business**

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

**() Other Business**

**() Next Meetings / Events**

Tuesday, November 3, 2020 – General Election – AVS – 7 AM to 7 PM

Monday, November 9, 2020 – Board of Selectmen's Meeting – 7:00 PM

Monday, November 16, 2020 – Board of Selectmen's Meeting – 7:00 PM

**() Minutes**

- October 26, 2020 Public Meeting
- October 26, 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."*

# BUDGET COMPARISON -- FY '20 and FY '21 RUNNING TOTAL

<b>Department</b>	<b>2020 Budget</b>	<b>2021 BOS Proposed</b>	<b>2021 Bud Com</b>	<b>Difference</b>
Executive	283,542	10,150		
Election & Registration	114,956			
Financial Administration	100,890			
Legal Expense	30,000			
Personnel Administration	464,499			
Planning & Zoning	47,151			
General Government Buildings	135,839			
Cemeteries	34,383			
Insurance	117,595			
Regional Associations	9,337			
Other General Government	111,871			
Police	1,294,289			
Ambulance	86,858	89,463		
Fire	519,886	224,744		
Building Inspection	73,404			
Emergency Management	1,804	1,004		
Other Public Safety (Details)	1,000			
Highways & Streets	1,007,255			
Street Lighting	14,000	7,000		
Solid Waste	25,751	20,151		
Health Officer	2,698			
Animal Control	21,929			
Health Agencies	5,875			
Public Assistance	15,500			
Intergovernmental Welfare	4,471			
Parks & Recreation	117,487			
Library	201,100			
Patriotic Purposes	11,500			
Conservation Commission	2,139			
Debt Service	3			
<u>Capital Outlay</u>				
Fire Truck	120,910	120,908		
Road Reconstruction	500,000			
Recreation Improvement	3,700			
Fire Station #2 Repairs	0	13,000		
Library Land & Building Review	28,850			
<b>TOTAL</b>	<b>\$5,510,472</b>	<b>\$486,420</b>	<b>\$0</b>	<b>\$0</b>
<b>Special Warrant Articles</b>				
Collective Bargaining Agreement	14,482			
Recreation Storage Building	43,000			
Building Rehabilitation CRF	98,000			
Fleet Maintenance ETF	25,000			
<b>GRAND TOTAL</b>	<b>\$5,690,954</b>	<b>\$486,420</b>	<b>\$0</b>	<b>\$0</b>

# 2021 PROPOSED BUILDING INSPECTOR 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>Building Inspection</b>										
1 01-4240-3-320-1	Building Inspector Engineering Services	0.00	0.00	0.00	500.00	0.00	500.00			
Narrative for Column # 6										
Level funding. Line used for professional engineering service relative to code enforcement and building inspection. When applicable, fees incurred would be reimbursed by developer.										
2 01-4240-3-350-1	Building Inspector Legal Expenditure	5,438.49	-862.67	-840.00	5,000.00	100.00	5,000.00			
Narrative for Column # 6										
Level funding. Line item would be mainly used for legal expenses relative to services necessary for zoning compliance. When applicable legal epenses inurred for zoning compliance may be included in settlements. However, the majority of code compliance matters are without court action but include legal opinions.										
3 01-4240-5-510-1	Building Inspector Cell Phone Reimbursemen	600.00	600.00	600.00	600.00	400.00	600.00			
Narrative for Column # 6										
Level funding. Line per month for phone and hot spot to accomodate data plan and hotspot capabilities in field for electronic inspection reports and access to internet resources.										
4 01-4240-6-610-1	Building Inspector Office Equipment	409.99	449.99	0.00	500.00	0.00	500.00			
Narrative for Column # 6										
Level funding. To cover expense if replacement of current piece of equipment is necessary.										
5 01-4240-6-645-0	BI Dues, Workshop, Seminars	1,080.00	3,235.17	3,326.00	3,500.00	540.00	3,000.00	-14%		
Narrative for Column # 6										
Reduction by \$500. In 2020 ability to travel curtailed due to Covid. This line includes membership fees to professional associations, monthly building officials training, additional seminars workshops.										
6 01-4240-6-650-1	Building Inspector Books	240.99	501.99	620.89	500.00	0.00	500.00			
Narrative for Column # 6										
Level funding. State Building Code updated to 2015 codes. NFPA codes also updated. 2018 codes under consideration at legislative level. Testing based on most current codes. This line also utilized for ICC certification testing. \$190/Exam										
7 01-4240-6-660-1	Building Inspector Safety Equipment	109.99	0.00	0.00	150.00	154.99	150.00			
Narrative for Column # 6										
Level funding. This line item includes clothing items and steel-toed boots and testing equipment for the building inspector. Some of the items purchased do not require replacement on a yearly basis such as hard hat, safety glasses, and inspection testing equipment.										
8 01-4240-6-670-1	Building Inspector Printing, Forms & Supplies	350.50	0.00	278.68	300.00	0.00	300.00			
Narrative for Column # 6										
Level funding. The Building Inspector uses this line item to purchase pre-printed permits for electrical, mechanical and plumbing. Department began implementing an on line permitting option in Summer 2017 which will reduce this budget amount in future years. Also utilize this line to purchase business cards, large scale printed jobs.										
9 01-4240-7-710-1	Building Inspector Vehicle Repairs & Mainteni	816.02	158.12	64.95	750.00	315.00	750.00			
Narrative for Column # 6										
Level funding. Oil changes, wipers, battery, contingency for larger repairs.										
10 01-4240-7-720-1	Building Inspector Fuel/Mileage	518.05	586.46	520.32	500.00	366.88	350.00	-30%		
Narrative for Column # 6										
Reduction \$150. Fuel prices are down.										
<b>Grand Total:</b>		<b>9,564.03</b>	<b>4,669.06</b>	<b>4,570.84</b>	<b>12,300.00</b>	<b>1,876.87</b>	<b>11,650.00</b>	<b>-5%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED ANIMAL CONTROL OFFICER TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expend	Expend	Expend	Budgeted	Expend 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>Animal &amp; Pest Control</b>										
1 01-4414-2-250-1	Animal Control Mileage	748.10	678.55	800.69	600.00	613.09	600.00			
2 01-4414-3-370-1	Animal Control Medical	0.00	0.00	0.00	200.00	0.00	200.00			
3 01-4414-3-390-1	Animal Control Veterinarian Charges	65.00	210.00	54.00	300.00	367.00	300.00			
4 01-4414-3-390-2	Animal Control Boarding	255.00	215.00	325.00	300.00	190.00	300.00			
5 01-4414-6-645-1	Animal Control Education	150.00	300.00	432.82	250.00	0.00	250.00			
6 01-4414-6-645-2	Animal Control Dues	40.00	40.00	0.00	40.00	0.00	40.00			
7 01-4414-6-660-1	Animal Control Miscellaneous	820.53	358.26	606.64	700.00	481.02	700.00			
<b>Grand Total:</b>		<b>2,078.63</b>	<b>1,801.81</b>	<b>2,219.15</b>	<b>2,390.00</b>	<b>1,651.11</b>	<b>2,390.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>



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## 2021 PROPOSED LEGAL EXPENDITURES TOWN OF AUBURN

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		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
		As of December	As of December	As of December	As of December	As of October	2021		2021	2021
<b>General Fund</b>										
<b>Legal Expenditures</b>										
1 01-4153-3-350-1	Legal Expenditures	35,207.48	22,269.16	28,994.14	25,000.00	11,004.93	25,000.00			
2 01-4153-3-350-2	Labor Relations	6,230.51	8,001.72	1,866.25	5,000.00	740.00	5,000.00			
<b>Legal Expenditures Total</b>		<b>41,437.99</b>	<b>30,270.88</b>	<b>30,860.39</b>	<b>30,000.00</b>	<b>11,744.93</b>	<b>30,000.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>41,437.99</b>	<b>30,270.88</b>	<b>30,860.39</b>	<b>30,000.00</b>	<b>11,744.93</b>	<b>30,000.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED INSURANCE 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
		As of December	As of December	As of December	As of December	As of October	2021		2021	2021
<b>General Fund</b>										
<b>Insurance</b>										
1 01-4196-6-695-1	Municipal Property Liability	34,909.50	70,714.00	68,597.15	73,025.00	74,597.00	77,986.00	7%		
2 01-4196-6-695-2	Unemployment Compensation	92.33	1,191.00	1,191.00	926.00	926.00	926.00			
3 01-4196-6-695-3	Workers' Compensation	38,071.00	40,160.00	25,443.61	40,644.00	40,644.17	46,349.00	14%		
4 01-4196-6-695-4	Insurance Retention (Claims)	1,190.00	2,326.49	620.00	3,000.00	1,600.40	3,000.00			
<b>Insurance Total</b>		<b>74,262.83</b>	<b>114,391.49</b>	<b>95,851.76</b>	<b>117,595.00</b>	<b>117,767.57</b>	<b>128,261.00</b>	<b>9%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>74,262.83</b>	<b>114,391.49</b>	<b>95,851.76</b>	<b>117,595.00</b>	<b>117,767.57</b>	<b>128,261.00</b>	<b>9%</b>	<b>0.00</b>	<b>0.00</b>

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# 2021 OTHER PUBLIC SAFETY TOWN OF AUBURN

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		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	Requested	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>Other Public Safety</b>										
01-4299-0-391-0	Town Details	0.00	244.54	500.00	1,000.00	154.86	1,000.00			
<b>Other Public Safety Total</b>		<b>0.00</b>	<b>244.54</b>	<b>500.00</b>	<b>1,000.00</b>	<b>154.86</b>	<b>1,000.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>0.00</b>	<b>244.54</b>	<b>500.00</b>	<b>1,000.00</b>	<b>154.86</b>	<b>1,000.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED PATRIOTIC PURPOSES

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	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>General Fund</b>										
<b>Patriotic Purposes</b>										
1 01-4583-0-001-1	Flags	1,482.50	756.62	569.84	6,500.00	2,850.88	1,500.00	-77%		
2 01-4583-0-001-2	Auburn Historical Association	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00			
<b>Patriotic Purposes Total</b>		<b>6,482.50</b>	<b>5,756.62</b>	<b>5,569.84</b>	<b>11,500.00</b>	<b>7,850.88</b>	<b>6,500.00</b>	<b>-43%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>6,482.50</b>	<b>5,756.62</b>	<b>5,569.84</b>	<b>11,500.00</b>	<b>7,850.88</b>	<b>6,500.00</b>	<b>-43%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED DEBT SERVICE

## 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>Principle on LT Bonds &amp; Notes</b>									
1 01-4711-4-410-1 Long Term Bond Principle	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Principle on LT Bonds &amp; Notes Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Interest on LT Bonds &amp; Notes</b>									
2 01-4721-4-420-1 Long Term Bond Interest	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Interest on LT Bonds &amp; Notes Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Interest on Tax Anticipation</b>									
3 01-4723-4-420-1 Tax Anticipation Interest	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Interest on Tax Anticipation Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0%</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 28, 2020

Re: Undesignated Fund Balance and Reserve Funds Accounts

As part of the Board's work efforts for the FY 2021 budget, we wanted to update the Board concerning 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 was established at \$2,750,634 (audited). In FY 2020 a total of \$148,000 was used from the Undesignated Fund balance for appropriations to reserve funds, leaving the balance at \$2,602,634 (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 2020, the NH Department of Revenue Administration advised those perimeters as follows:

5% - \$951,748      17% -- \$3,235,943

With a balance of \$2,602,634, Auburn is at 13.67%, which is nearing the top range of the recommended range.

As for 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 - \$58,333.42 (Once the Town's expense of \$16,929.58 for the streetlights conversion is paid)
- Fleet Maintenance and Replacement Fund -- \$20,900.42

Thank you for your consideration.



2020  
\$18.48

## Tax Rate Breakdown Auburn

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$2,819,437	\$874,971,877	<b>\$3.22</b>
County	\$796,949	\$874,971,877	<b>\$0.91</b>
Local Education	\$10,880,863	\$874,971,877	<b>\$12.44</b>
State Education	\$1,645,684	\$861,073,277	<b>\$1.91</b>
<b>Total</b>	<b>\$16,142,933</b>		<b>\$18.48</b>

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
<b>Total</b>			

Tax Commitment Calculation	
Total Municipal Tax Effort	\$16,142,933
War Service Credits	(\$182,000)
Village District Tax Effort	
Total Property Tax Commitment	\$15,960,933

10/28/2020

James P. Gerry  
Director of Municipal and Property Division  
New Hampshire Department of Revenue Administration

## Appropriations and Revenues

### Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$5,711,463	
Net Revenues (Not Including Fund Balance)		(\$2,955,182)
Fund Balance Voted Surplus		(\$148,000)
Fund Balance to Reduce Taxes		\$0
War Service Credits	\$182,000	
Special Adjustment	\$0	
Actual Overlay Used	\$29,156	
<b>Net Required Local Tax Effort</b>	<b>\$2,819,437</b>	

### County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$796,949	
<b>Net Required County Tax Effort</b>	<b>\$796,949</b>	

### Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$14,899,061	
Net Cooperative School Appropriations		
Net Education Grant		(\$2,372,514)
Locally Retained State Education Tax		(\$1,645,684)
<b>Net Required Local Education Tax Effort</b>	<b>\$10,880,863</b>	
State Education Tax	\$1,645,684	
State Education Tax Not Retained	\$0	
<b>Net Required State Education Tax Effort</b>	<b>\$1,645,684</b>	

## Valuation

### Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$874,971,877	\$860,548,828
Total Assessment Valuation without Utilities	\$861,073,277	\$844,445,228
Commercial/Industrial Construction Exemption	\$0	\$0
Total Assessment Valuation with Utilities, Less Commercial/Industrial Construction Exemption	\$874,971,877	\$860,548,828

### Village (MS-1V)

Description	Current Year
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# Auburn

## Tax Commitment Verification

### 2020 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$15,960,933
1/2% Amount	\$79,805
Acceptable High	\$16,040,738
Acceptable Low	\$15,881,128

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

<b>Commitment Amount</b>	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
<b>Net amount after TIF adjustment</b>	

**Under penalties of perjury, I verify the amount above was the 2020 commitment amount on the property tax warrant.**

**Tax Collector/Deputy Signature:**

**Date:**

### Requirements for Semi-Annual Billing

#### Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Auburn	Total Tax Rate	Semi-Annual Tax Rate
Total 2020 Tax Rate	\$18.48	\$9.24

#### Associated Villages

No associated Villages to report

## Fund Balance Retention

<b>Enterprise Funds and Current Year Bonds</b>	<b>\$0</b>
<b>General Fund Operating Expenses</b>	<b>\$19,034,959</b>
<b>Final Overlay</b>	<b>\$29,156</b>

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality's unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices* (4.1), pg. 17.

[2] Government Finance Officers Association (GFOA), (2009), *Best Practice: Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*.

[3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2020 Fund Balance Retention Guidelines: Auburn	
Description	Amount
<b>Current Amount Retained (13.67%)</b>	<b>\$2,602,634</b>
17% Retained ( <i>Maximum Recommended</i> )	\$3,235,943
10% Retained	\$1,903,496
8% Retained	\$1,522,797
5% Retained ( <i>Minimum Recommended</i> )	\$951,748

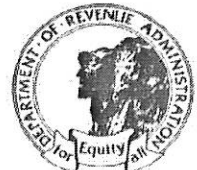


Lindsey M. Stepp  
Commissioner

Carolynn J. Lear  
Assistant Commissioner

## State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
[www.revenue.nh.gov](http://www.revenue.nh.gov)



MUNICIPAL AND PROPERTY  
DIVISION  
James P. Gerry  
Director

Samuel T. Greene  
Assistant Director

October 26, 2020

Dear Governing Body:

The Municipal and Property Division is required under RSA 21-J:35 to review all appropriations and revenues to determine whether these appropriations have been voted according to the applicable statutes. The following issue was discovered:

**Warrant Article 7:** "To see if the Town will vote to raise and appropriate the sum of Forty-three thousand dollars (\$43,000) for the purpose of building a 20' x 40' storage building on Town property at 55 Eaton Hill Road. This sum to come from the Municipal Aid revenue from the State of New Hampshire with no additional amount to be raised by taxation in 2020. Should the Municipal Aid revenue from the State of New Hampshire not be received by the Town, this warrant article will be null and void."

**Problem:** The municipal aid received by the town was in the amount of \$38,509; not the full amount of \$43,000 stated in the warrant article. Therefore, \$4,491 is being disallowed from the total voted appropriations to arrive at an adjusted total voted appropriations amount of \$5,711,463.

You may contact me at 230-5091 if you have any questions or concerns.

Sincerely,

Michelle J. Clark  
Municipal Accounts Advisor

## 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 30, 2020  
Re: Repair Costs for Engine 1

Earlier this year Engine 1 was damaged and required repairs totaling \$4,567.86. The Finance Director submitted the expense to the Trustees of Trust Funds for reimbursement from the Town's Insurance Retention Fund.

Unfortunately, the Trust Fund Trustees correctly note the Insurance Retention Fund established in March 1992 (Warrant Article #5) only allows for a maximum payment of \$1,000 per claim. As a result, the Trustees will be forwarding reimbursement for this item in the amount of \$1,000.

At the present time, the Fire Department's Truck Maintenance budget account is running approximately \$2,000 over budget. For the balance of \$3,567.86 remaining for this expense, we are now asking if the Board would consider covering that amount from the Fleet Maintenance Expendable Trust Fund. There is currently approximately \$20,900 in the Fleet Maintenance Fund.

If this is acceptable to the Board, the following motion would be in order:

*Motion to approve the withdrawal of \$3,567.86 from the Fleet Maintenance Expendable Trust Fund to cover the remaining expenses for the repair of Engine 1.*

Thank you for your consideration.

Attachments



# TOWN OF AUBURN

June 3, 2020

\$1,000 MAX?  
~~Insurance Retention~~  
or

Fleet Maint?

Ms Barbara Carpenter  
Trust Funds Treasurer  
P O Box 463  
Auburn, NH 03032

Re: Insurance Retention Fund

Dear Ms Carpenter:

The Town of Auburn is requesting reimbursement from the Town Insurance Retention Fund in the amount of **\$4,567.86**. This amount represent repair costs for Engine 1 with balance due to come from the operating budget of the Fire Department. Attached you will find supporting documentation for this request. Please forward this same amount, at your earliest convenience.

Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Adele A. Frisella  
Finance Director



*money sent 1-94*

## Annual Town Meeting March 10, 1992

*2-3-94*

The Annual Town Meeting for the Town of Auburn, N.H. was called to order by the Moderator, C. Donald Stritch, at 7:00 A.M. on March 10, 1992.

After reading the Warrant, the Moderator displayed the empty ballot box and voting proceeded until 7:00 P.M., with the absentee ballots being cast at 11:00 A.M.

The Business Meeting of the Town was adjourned to Saturday, March 14, 1992 at 1:00 P.M. to take up Articles Four through Fifteen.

Articles One through Three were decided on the written ballot on March 10, 1992 with the following results. A total of 726 voted. Number of registered voters: 2,067.

**ARTICLE ONE:** To bring your ballots for:

*Moderator for Two Years*

James "Jim" Headd	207
Bruce A. Mason, Sr.	408
Steven A. Swan	95

*Selectman for Three Years*

Louis A. Gamache	303
Paula Marzloff	391

*Treasurer for One Year*

Rebecca S. J. McCarthy	636
------------------------	-----

*Auditor for Two Years*

Mitchell P. Henley	506
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*Auditor for One Year*

Julie Gage	25
Paul Therrien	3
Bruce Mason	2
Mary Griffin	2
Richard Miller	2
Donald Stritch	2

And a smattering of single votes

*Supervisor of Checklist for Six Years*

Patricia A. Allard	639
--------------------	-----

*Trust Fund Trustee for Three Years*

Patricia A. Allard	625
--------------------	-----

*Library Trustee for Three Years*

Gabriele Belden	591
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*Cemetery Trustee for Three Years*

*Longmeadow Cemetery*

C. Donald Stritch	44
Bruce Mason, Sr.	17
David Griffin	12
Orrin Chase	8
Walter Jamroz	7
Daniel Carpenter	5
Martin Sullivan	3
Mary Griffin	2
Ernest Allard	2
Paul Therrien	2

And a smattering of single votes

*Cemetery Trustee for Three Years*

*Auburn Village Cemetery*

David S. Griffin	619
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*Police Commission for Three Years*

Francis J. McFarland	89
Dennis Therrien	106
Earle Wingate	487

**ARTICLE TWO:** Are you in favor of increasing the Board of Selectmen to a five member board? (By petition) YES 239 NO 469

**ARTICLE THREE:** Will the Town authorize the Selectmen to sell at current assessed value a 3,658 square foot lot of land owned by the Town on Wellington Road to the record owner of the abutting parcel at tax map 25, lot 39? (By petition) YES 486 NO 175

The adjourned Business Meeting was called to order by the Moderator, C. Donald Stritch, at 1:00 PM on Saturday, March 14, 1992. The Moderator read the results of the ballot voting on Tuesday. Persons elected on Tuesday were sworn in by the Town Clerk.

Chairman of the Board of Selectmen, Frank Edelmann, explained that there is \$848,734 in uncollected taxes. If all money articles are passed, the tax rate will increase approximately \$3.04 which breaks down to School - \$1.88, Town - \$.98 and County - \$.18.

**ARTICLE FOUR:** To see if the Town will raise and appropriate the sum of Fifty-Thousand Dollars (\$50,000) for the purpose of creating a building dedicated to the storing and mixing of salt and sand for our highway needs and the storage of the loader. This building will be erected on Town property. (Recommended by the Board of Selectmen) (Recommended by the Budget Committee) (Amount Included in the Budget)

Frank Edelmann moved to adopt Article Four as printed. Paul Sanford seconded. Discussion followed. Leonard Laventure moved to amend Article Four to read \$35,000. Seconded by Bruce Mason. After discussion, Bruce Mason moved to vote on the amendment. Seconded. Vote was in the affirmative and vote on the amendment was taken. Vote on amendment to change Article Four to read \$35,000 did not pass. Amendment failed.

Paul Sanford moved to vote on the Article. Seconded by Bruce Mason. Vote was affirmative and vote on Article Four was taken. Handcount vote: YES on Article Four: 77. NO on Article Four: 86. Article Four was defeated.

Larry Gould asked that we reconsider Article Four. Mitchell Henley seconded. The Moderator explained that a 2/3 vote is needed to reconsider an article. Handcount vote: YES to reconsider: 95. NO to reconsider: 70. Article Four will not be reconsidered.

**ARTICLE FIVE:** To see if the Town will vote to appropriate the sum of Ten-Thousand Dollars (\$10,000) to be used to create a revocable and expendable Retention Trust Fund in accordance with the provisions of RSA 31:19-a. The purpose of this retention fund is to reimburse each department of the Town that has insurance (NHMA) Property/Liability Trust for its self insured portion of each covered claim. This would include any covered claim with a value of less than One-Thousand Dollars (\$1,000) which would not be reimbursable by the NHMA Trust due to the Town's One-Thousand Dollars (\$1,000) self insured level.

Claims will be submitted to the Selectmen's Office and the Board of Selectmen will determine the validity of such claims and will determine the amount to be paid in accordance with the provisions set forth in the Town's Insurance Claim Fund.

The monies for the Trust will be appropriated by vote at Town Meeting and principal as well as interest can be expended. (Recommended by the Board of Selectmen) (Recommended by the Budget Committee) (Amount Included in the Budget)

James Headd moved the Article as written. Paula Marzloff seconded. James Headd explained that a committee of four, all in the insurance business, had studied the Town's insurance and by eliminating duplication had saved \$11,000 on insurance premiums.

Gerald Lacourse moved to vote on the question. Seconded by Nancy Mayland. Vote was affirmative and vote was taken on Article Five. Article Five was passed.

**ARTICLE SIX:** To see if the Town will vote to appropriate the sum of Fifteen-Thousand Dollars (\$15,000.00) for the Solid Waste Commission to purchase a wood chipper. (Recommended by the Board of Selectmen)

Michael Logue moved to accept Article Six as written. Bruce Mason seconded. Mike Logue explained the need for the chipper.

Steve Vanni moved to vote on the question. Veneta Cleary seconded. Vote was affirmative. Vote on Article Six: NO. Article Six was defeated.

## TOWN OF AUBURN'S INSURANCE CLAIM FUND

With the adoption of an insurance program whereby the town of Auburn is self insured for the first \$1,000.00 on all of the Town's property / liability insurance claims covered by the New Hampshire Municipal Association's (NHMA) Property / Liability Trust, it was decided to create a retention fund. The purpose of this retention fund is to reimburse each Department of the Town that has insurance coverage provided by the NHMA's P-L Trust for its self insured portion of each covered claim. This results in the need to determine what claims to process, how to process claims against this fund, and how funds will be allocated from this retention fund for covered claims.

### WHAT CLAIMS TO PROCESS

Any claim for damages incurred as a result of a fortuitous event that would be covered by the NHMA Property / Liability Trust as of April 1, 1991, the creation date of this fund. This includes any claim with a value of less than \$1,000.00, which would not be reimbursable by the NHMA Trust due to the Town's \$1,000.00 self insured level.

### HOW TO PROCESS CLAIMS

Each Department with insurance coverage provided by the NHMA's Property / Liability Trust should present covered claims to the Selectmen's Office with supporting documentation that justifies the cost of the insured claim. This documentation should include: a brief description of the loss; the cost of materials; the cost for transportation of equipment and / or materials; and the cost of labor to protect and / or repair the insured item.

A condition for reimbursement from this retention fund is immediate notice of a claim to the Selectmen's Office as soon as practicable. The Selectmen will determine whether a claim submitted by a Department of the Town is valid.

JUL 26 1991

## HOW FUNDS WILL BE ALLOCATED

Once the claim is submitted to the Selectmen's Office and the Selectmen determine the claim is valid, reimbursement from the retention fund will be determined as follows.

If the gross loss amount of the claim is less than \$1,000.00, the fund will reimburse the Department making the claim the full amount of the loss.

If the gross loss amount of the claim is greater than \$1,000.00 and it does not involve mobile equipment of the Town as defined by the NHMA P-L Trust, the fund will reimburse the Department making the claim \$1,000.00.

If the gross loss amount of the claim is greater than \$1,000.00 and it involves mobile equipment of the Town as defined by the NHMA P-L Trust, the fund will reimburse the Department making the claim the lesser of the following amounts:

- 1) the difference between the gross loss amount and the actual cash value of the loss as determined by the NHMA, plus \$1,000.00.

or,

- 2) the gross amount of the loss.

JUL 26 1991



**Town of Auburn  
Board of Selectmen  
October 26, 2020  
Minutes  
6:30 PM**

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

**Others Present:** Parks & Recreation Coordinator Amy LaChance, Mike DiPietro, Police Chief Ray Pelton, Road Agent Michael Dross, Fire Chief Mike Williams, Deputy Fire Chief Bob Seling, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

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

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

The meeting room was closed at 6:27 PM.

*Mr. Rolfe 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 6:41 PM.

*Mr. Bedard motioned to hire Michael O'Callaghan as a part-time facilities maintenance worker at a Grade 5, Step 6 effective immediately. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**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 October 26, 2020 - \$50,123.29**

*Mr. Bedard motioned to approve the Payroll Manifest for the week of October 26, 2020 in the amount of \$50,123.29. 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 October 26, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of October 26, 2020 some of which included: a Notice of Intent to Cut Wood or Timber, a Cemetery Deed for Auburn Village Cemetery, a Tax Collector's Warrant/Land Use Change Tax, a Pole License for Eversource Energy and Consolidated Communications of NNE and two (2) Pistol/Revolver Licenses.

***Mr. Bedard motioned to approve the Consent Agenda for the week of October 26, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Fire Chief Mike Williams – Monthly Meeting**

Chief Williams presented the Department's monthly report for September 2020 with 51 calls for service. Chief Williams noted work continues on Station 2 with flooring issues, the exhaust removal system install and wiring issues with the generator.

Chief Williams has been interviewing candidates and four to five members are attending the Wednesday evening EMR classes. Chief Williams has internally posted the vacant Station 2 Captain's position. This month's fire training was on the gator. A Narcan class was taught for the APD and AFD members and a EMT refresher is scheduled for January.

#### **Social Media/Cell Phone Usage SOP**

Deputy Chief Selinga presented the SOP for Social Media/Cell Phone Usage dated 10/26/20 for the Auburn Fire Department including the use of social media, internet, cell phone usage, photographs or other depictions of uniforms, badges, patches, vehicles and other departmental property or personnel and emergency and medical scenes. Prior approval can be received after written request for specific events. The policy had been reviewed and adjusted by Town Counsel to ensure compliance with federal and state laws.

***Mr. Bedard motioned to adopt SOP #5 Social Media/Cell Phone Usage as presented. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. DiPietro noted it may be worth looking into with other Town policies. Chief Pelton indicated the Police Department has one in their Standard Operating Policies, and Mr. Herman indicated it is addressed in the Town personnel policy.

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

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

Chief Pelton reported there have been six new cases in Auburn, with four in one household. Chief Williams noted the Fire Department has a good supply of PPE.

#### **Town Budget Presentations**

##### **Fire Department – Mike Williams**

Fire Chief Williams presented the proposed budget for FY 21 for the Fire Department in the amount of \$247,943 which is a nine percent increase over last year.

Chief Williams proposed Occupational Health & Safety in the amount of \$3,150, a two percent decrease from last year. Chief Williams indicated this is for safety glasses, PPE, gowns, gloves, COVID supplies, a misting fan (\$750) and immunizations. Mr. Leclair recommended reducing the amount for the misting fan to \$200, a decrease of \$550.

***Mr. Leclair motioned to approve Occupational Health & Safety in the amount of \$2,600. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Forest Fires in the amount of \$1,000 for class A foam for forest fires. \$1,200 was spent last year, \$1 was budgeted. Chief Williams noted with the severe drought conditions the Department has responded to and assisted in extinguishing multiple brush fires. The foam previously used by the Department is being phased out.

***Mr. Bedard motioned to approve Forest Fires in the amount of \$1,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Equipment Maintenance in the amount of \$4,500.

***Mr. Bedard motioned to approve Fire Equipment Maintenance in the amount of \$4,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed for Fire Radio Repair in the amount of \$1,500 which is a 50% increase from last year. Chief Williams noted it is a \$500 increase due to the aging out of portable radios.

Mr. Leclair asked how many radios and mobiles were affected. Chief Williams indicated 25 or 26 are out of date at a cost of \$3,400-\$3,500 each, and mobiles which are in every vehicle cost about \$4-\$5,000 each. A grant was obtained for purchasing 15 years ago. The Department will need to put together a replacement plan going forward.

***Mr. Leclair motioned to approve Radio Repair in the amount of \$1,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Derry Dispatch in the amount of \$54,868 which is a two percent decrease from last year and includes the Chester tower lease agreement of \$1,942.

***Mr. Rolfe motioned to approve Derry Dispatch in the amount of \$54,868. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire & Rescue Training in the amount of \$17,500 which is level funded from last year.

Mr. Leclair asked if the full amount could be lowered as only \$5,481 was used this year. Chief Williams indicated there are \$3-4,000 left to pay out for the EMR Classes currently underway.

***Mr. Rolfe motioned to approve Fire & Rescue Training in the amount of \$17,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Hazmat in the amount of \$7,394 which is a two percent increase over last year. This represents annual dues to be part of the Regional Hazardous Materials Team and an increase of \$145 in dues.

***Mr. Bedard motioned to approve Fire Hazmat in the amount of \$7,394. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Building Maintenance in the amount of \$18,297 which is a two percent decrease from last year. Mr. Leclair recommended reducing painting by \$1,500, and striking the \$1,950 repair line

***Mr. Bedard motioned to approve Fire Building Maintenance in the amount of \$14,847. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire & Rescue New Equipment in the amount of \$15,882. Chief Williams indicated the Department would like to purchase a reusable Rescue Air Bag kit in the amount of \$8,500 for extrication and lifting. Hoses were inspected and many need to be replaced.

***Mr. Rolfe motioned to approve Fire & Rescue New Equipment in the amount of \$15,882. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire New Radios in the amount of \$7,700 which is level funded from last year. Mr. Leclair recommended purchasing the two mobile radios out of this year's budget and reducing this line to \$1.

***Mr. Bedard motioned to approve Fire New Radios in the amount of \$1. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire SCBA Equipment/Maintenance in the amount of \$5,480. Chief Williams indicated six replacement face masks would be purchased, some with inserts for glasses so that everyone would have their own. Mr. Leclair recommended reducing the line by \$650.

***Mr. Bedard motioned to approve Fire SCBA Equipment/Maintenance in the amount of \$4,830. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Water Hydrants in the amount of \$13,112. Chief Williams indicated it represents the per hydrant fees paid to Manchester Water Works over the year and reflects no change. Chief Williams indicated they were needed, as an example for sprinkler systems that might serve a business and for training mostly. Mr. Leclair asked Mr. Herman to get a copy of the contract that establishes the water hydrants.

***Mr. Rolfe motioned to approve Fire Water Hydrants in the amount of \$13,112. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Dues, Subscriptions and Software in the amount of \$4,600. Mr. Leclair recommended moving the \$1,900 Office 365 monthly fee to the IT budget. He felt the Board could approve this budget line as presented and then the change could be made administratively.

***Mr. Bedard motioned to approve Fire Dues, Subscriptions and Software in the amount of \$4,600. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Rescue Supplies in the amount of \$3,000 which is level funded from last year.

***Mr. Rolfe motioned to approve Fire Rescue Supplies in the amount of \$3,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Protective Clothing in the amount of \$16,950 which is level funded from last year. Chief Williams noted five new sets of PPE will be purchased, the same as last year. These are good for ten years; five sets are expiring. 35 call firefighter uniforms will be purchased at a cost of \$1,750 and the balance is for spare boots, hoods and gloves and two full-time firefighter uniforms.

***Mr. Rolfe motioned to approve Fire Protective Clothing in the amount of \$16,950. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Office & Cleaning Supplies in the amount of \$2,500 which is level funded from last year.

***Mr. Bedard motioned to approve Fire Office & Cleaning Supplies in the amount of \$2,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Prevention in the amount of \$1,500 which is level funded from last year.

***Mr. Rolfe motioned to approve Fire Prevention in the amount of \$1,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Misc. Grant in the amount of \$5,000. Chief Williams indicated this is for granting writing costs and matching funds if successful in obtaining a grant.

***Mr. Bedard motioned to approve Fire Misc. Grant in the amount of \$5,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Dry Hydrants in the amount of \$1,500. While the bills are not in yet, six to eight dry hydrants were inspected, maintained and repaired with low water levels due to the drought which made servicing and replacing the strainers easier this year.

***Mr. Rolfe motioned to approve Dry Hydrants in the amount of \$1,500. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Information Technology in the amount of \$7,560 which is a 36% increase over last year. The increase in the budget is to provide for the purchase of two



replacement desktop computers at a total cost of \$2,000 including set-up onto the AFD network. Mr. Leclair recommended reducing the line by \$2,000 by allowing for the purchase of the computers from the current budget.

***Mr. Leclair motioned to approve Information Technology in the amount of \$5,560. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Truck Maintenance in the amount of \$45,950. Chief Williams indicated Tanker 2 may need work eventually. Mr. Leclair asked Chief Williams to get the cost of packing. The tanker is scheduled for replacement in two years. Tanker 2 is on the 2024 CIP for when the rescue lease ends in 2023. Mr. Leclair recommended removing \$9,500 for the pump work, which could come from the Fleet Maintenance Fund if needed.

***Mr. Bedard motioned to approve Fire Truck Maintenance in the amount of \$36,450. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams proposed Fire Apparatus Fuel in the amount of \$9,000 which is level funded from last year.

***Mr. Bedard motioned to approve Fire Apparatus Fuel in the amount of \$9,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Ambulance Service – Mike Williams**

Chief Williams presented the proposed budget for FY 2021 for Ambulance in the amount of \$89,463 which is a contractual three percent increase over last year.

***Mr. Bedard motioned to approve the proposed budget for FY 2021 for Ambulance in the amount of \$89,463. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Emergency Management – Mike Williams**

Chief Williams presented the proposed budget for FY 2021 for Emergency Management in the amount of \$1,804 which is level funded from last year. Chief Williams indicated \$500 could be deducted for Equipment & Gear as the proposed table/desk for the Town's Emergency Operations Center (EOC) is being donated. Chief Williams discussed getting a laptop for half the cost of the desktop EOC computer proposed.

***Mr. Bedard motioned to approve the proposed budget for FY 2021 for Emergency Management in the amount of \$1,004. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Fire Apparatus – Mike Williams**

Chief Williams presented the proposed budget for FY 2021 for Fire Apparatus/Machinery, Vehicles & Equipment in the amount of \$120,909 which is level funded from last year.

***Mr. Bedard motioned to approve the proposed budget for FY 2021 for Fire Apparatus/Machinery, Vehicles & Equipment in the amount of \$120,909. Mr. Rolfe***

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

#### **Building Improvements – Mike Williams**

Chief Williams presented the proposed budget for FY 2021 for Improvement to Buildings in the amount of \$13,000 for Fire Station 2 Repairs/Upgrades. Chief Williams indicated re-painting the exterior and bays was estimated to be \$10,000 and reinsulating the attic, \$3,000.

***Mr. Rolfe motioned to approve the proposed FY 2021 Fire Station 2 Repairs/Upgrades for Improvements to Buildings in the amount of \$13,000. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Executive Department – Bill Herman**

Mr. Herman presented the proposed budget for FY 2021 for the Executive Department in the amount of \$10,150 which is a five percent increase over last year. Mr. Herman indicated the increase is anticipated in the cost of printing and posting for the Voter Guide.

***Mr. Bedard motioned to approve the proposed budget for FY 2021 for Executive Department in the amount of \$20,151. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Solid Waste – Bill Herman**

Mr. Herman presented the proposed budget for FY 2021 for Solid Waste in the amount of \$20,151 which is a 22% decrease from last year. Mr. Herman noted Landfill Monitoring is down by \$5,700 because last year they were required to install and test one new monitoring well, which was a onetime cost.

***Mr. Bedard motioned to approve the proposed budget for FY 2021 for Solid Waste in the amount of \$20,151. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Street Lights – Bill Herman**

Mr. Herman presented the proposed budget for FY 2021 for Public Street Lighting in the amount of \$7,000 which is a 50% decrease over last year based on the pending conversion to LED at the end of November.

***Mr. Bedard motioned to approve the proposed budget for FY 2021 for Public Street Lighting in the amount of \$7,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Old Business**

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

Mr. Rolfe noted the blower test was not done earlier today as something came up but will take place soon. Mr. Herman reported the energy analysis for Eversource will be the first week of November.

### **Sale of Surplus Vehicle**

Mr. Herman indicated the 2013 Ford Taurus Police Interceptor Sedan sold at State auction for \$5,900 with a net profit of \$5,160 which was comparable to the results of the national online auction in August.

### **Update – Severance School**

Mr. Leclair indicated Manchester Water Works (MWW) was looking into having their Board put some money into renovations. A canoe, kayak and bicycle rental tenant was discussed. Mr. DiPietro indicated a public/private partnership could offer a discount to residents to benefit the community. Mrs. Lachance will present how much revenue she feels the building could generate.

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

#### **Highway Safety Committee – Traffic Sign Request**

Road Agent Dross reported a resident appeared at the Highway Safety Meeting last Wednesday and asked about putting up bus stop ahead signs near his Hooksett Road home. The Board agreed to the request. Road Agent Dross indicated he would ask Denise to order two of them tomorrow, if approved.

#### **Other Business**

##### **Storage Building**

Mr. Bedard indicated he made some follow-up calls relative to the storage building, but the prices seemed high. Mr. Leclair had discussions concerning a metal building. Mr. Herman noted the Warrant Article was being disallowed as the Town received \$38,000 and the Article specified a higher amount with no money to be raised by taxes. He indicated the Town will not be able to commit to the project this year as a result. A Warrant Article could be put forward next year or the balance taken from other funding such as the undesignated fund balance.

#### **Next Meeting/Events**

Tuesday, October 27, 2020 – Zoning Board of Adjustment – 7 PM  
Monday, November 2, 2020 – Board of Selectmen's Meeting – 7 PM  
Tuesday, November 3, 2020 – General Election at AVS Gym – 7 AM to 7 PM  
Thursday, November 5, 2020 – Budget Committee Meeting at 7 PM  
Monday, November 9, 2020 – Board of Selectmen's Meeting at 7 PM

#### **Minutes**

- October 19, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the October 19, 2020 Meeting as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***



- October 19, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the October 19, 2020 Non-Public Meeting. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

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

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

The meeting room was closed to the public at 8:54 PM.

***Mr. Rolfe 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 9:08 PM.

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

**Adjourn**

***Mr. Rolfe motioned to adjourn the meeting at 9:08 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary