

**Town of Auburn  
Board of Selectmen  
Town Hall  
November 9, 2020**

**6:30 p.m.**

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

Consideration of hiring a person as a public employee & the compensation of any public employee

**7:00 p.m.**

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

Approval of Payroll Manifest for the Week of November 9, 2020

Approval of Consent Agenda – Week of November 9, 2020

**( ) Appointments with the Board**

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

- ❖ General Update on Town Issues
- ❖ Update on CAES Act Funding

**( ) Town Budget Presentations**

- ❖ Police Department – Chief Pelton & Team
- ❖ Regional Associations – Bill Herman
- ❖ Health Agencies – Bill Herman

**( ) New Business**

**( ) Old Business**

- ❖ Update on Street Lights – LED Conversion Project

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

**( ) Other Business**

**( ) Next Meetings / Events**

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

Monday, November 23, 2020 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- November 2, 2020 Public Meeting
- November 2, 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	30,000		
Personnel Administration	464,499			
Planning & Zoning	47,151			
General Government Buildings	135,839			
Cemeteries	34,383			
Insurance	117,595	128,261		
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	11,650		
Emergency Management	1,804	1,004		
Other Public Safety (Details)	1,000	500		
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	2,390		
Health Agencies	5,875			
Public Assistance	15,500			
Intergovernmental Welfare	4,471			
Parks & Recreation	117,487			
Library	201,100			
Patriotic Purposes	11,500	6,500		
Conservation Commission	2,139			
Debt Service	3	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>\$665,724</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>\$665,724</b>	<b>\$0</b>	<b>\$0</b>

# 2021 PROPOSED POLICE 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>Police Department</b>									
1 01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	2,832.29	2,695.75	2,331.89	5,000.00	2,237.85	5,000.00		
2 01-4210-1-150-2	Selective Traffic Control	5,741.05	4,305.13	5,509.64	4,000.00	2,495.53	4,000.00		
3 01-4210-1-150-3	Police Witness Fees	1,944.11	1,296.57	982.33	2,000.00	113.85	2,000.00		
4 01-4210-1-150-4	PD OHRV	0.00	0.00	0.00	1.00	0.00	1.00		
<b>Police Department Total</b>		<b>10,517.45</b>	<b>8,297.45</b>	<b>8,823.86</b>	<b>11,001.00</b>	<b>4,847.23</b>	<b>11,001.00</b>	<b>0%</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>10,517.45</b>	<b>8,297.45</b>	<b>8,823.86</b>	<b>11,001.00</b>	<b>4,847.23</b>	<b>11,001.00</b>	<b>0%</b>	<b>0.00</b>

# 2021 PROPOSED POLICE 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>Police Department</b>										
1 01-4210-2-290-1	Police Uniforms	8,004.96	6,279.62	8,617.87	9,400.00	3,670.00	9,000.00	-4%		
2 01-4210-3-340-1	Police Computer Services	22,385.90	43,512.80	19,550.01	23,100.00	19,556.53	23,100.00			
Narrative for Column # 6										
Requested \$23,500, approved at \$23,100.										
3 01-4210-3-360-1	Police Custodial Services	7,018.55	7,536.40	7,360.00	7,120.00	5,439.28	7,120.00			
4 01-4210-3-370-1	Police Medical Services	1,350.00	1,266.99	1,028.70	1,200.00	957.05	1,200.00			
5 01-4210-3-390-0	Police Court Prosecutor	18,999.96	18,999.96	18,999.96	20,000.00	15,000.03	20,000.00			
6 01-4210-3-390-1	Police Radar	990.62	1,334.16	731.26	850.00	663.99	2,350.00	176%		
7 01-4210-3-390-2	Police Radio Maintenance	8,299.28	6,151.05	3,704.05	5,000.00	6,670.22	5,000.00			
8 01-4210-3-390-3	Police Training	5,580.92	4,695.97	3,958.34	4,550.00	4,215.00	4,550.00			
9 01-4210-3-390-4	Police Photography	346.55	281.93	370.97	300.00	82.23	300.00			
10 01-4210-3-391-0	Police Public Relations	3,143.19	3,527.35	3,509.33	3,500.00	2,655.36	3,500.00			
11 01-4210-5-560-1	Police Plant Costs	8,268.46	9,197.31	10,034.40	7,380.00	3,619.48	7,000.00	-5%		
12 01-4210-6-610-1	Police Equipment	5,144.07	6,973.80	6,085.71	6,000.00	7,359.29	6,200.00	3%		
13 01-4210-6-610-2	Police Office Equipment	1,740.55	2,030.32	2,074.47	2,000.00	1,892.69	2,000.00			
14 01-4210-6-630-1	Police Postage	559.32	478.69	492.69	600.00	466.85	600.00			
15 01-4210-6-640-1	Police Subscriptions	3,981.65	4,096.32	3,568.54	4,000.00	3,262.80	4,100.00	3%		
16 01-4210-6-660-1	Police Firearms	6,658.18	5,684.72	6,243.25	5,800.00	6,471.75	5,800.00			
17 01-4210-6-660-2	Police Supplies	587.43	1,990.02	1,458.43	2,250.00	1,232.50	2,250.00			
18 01-4210-6-660-3	Police Canine Supplies	2,481.32	3,032.90	2,936.91	3,000.00	1,898.47	3,000.00			
19 01-4210-6-660-4	Police Commission Expenses	0.00	0.00	0.00	100.00	0.00	100.00			
20 01-4210-6-670-1	Police Office Supplies	1,609.34	2,201.86	2,084.18	2,250.00	1,172.45	2,250.00			
21 01-4210-6-680-1	Police Advertising	80.00	200.06	0.00	200.00	0.00	200.00			
22 01-4210-6-690-1	Police Other Contingencies	55.50	177.00	198.53	200.00	51.30	200.00			
23 01-4210-7-700-1	Police Cruisers	69,092.36	73,492.51	59,495.88	74,500.00	90,981.91	69,000.00	-7%		
24 01-4210-7-700-2	Police Motorcycle	3,885.00	3,094.90	3,485.00	3,500.00	3,360.00	3,500.00			
25 01-4210-7-710-1	Police Cruiser Maintenance	10,570.28	11,713.40	10,357.09	10,550.00	9,446.23	10,550.00			
26 01-4210-7-720-1	Police Cruiser Fuel	19,464.25	23,346.82	21,690.28	25,000.00	13,109.07	22,500.00	-10%		
<b>Police Department Total</b>		<b>210,297.64</b>	<b>241,296.86</b>	<b>198,035.85</b>	<b>222,350.00</b>	<b>203,234.48</b>	<b>215,370.00</b>	<b>-3%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>210,297.64</b>	<b>241,296.86</b>	<b>198,035.85</b>	<b>222,350.00</b>	<b>203,234.48</b>	<b>215,370.00</b>	<b>-3%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED ADVERTISING & REGIONAL ASSOCIATIONS

## 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	19/20	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>Advertising &amp; Regional Assoc</b>										
1	01-4197-0-001-1	NH Municipal Association	5,049.00	5,269.00	5,483.00	5,555.00	5,555.00	5,652.00	2%	
2	01-4197-0-001-2	Southern NH Planning	3,412.17	3,560.39	3,649.47	3,782.00	3,712.59	3,821.00	1%	
		<i>Narrative for Column # 6</i>								
		Estimated population x \$.676								
<b>Advertising &amp; Regional Assoc Total</b>			<b>8,461.17</b>	<b>8,829.39</b>	<b>9,132.47</b>	<b>9,337.00</b>	<b>9,267.59</b>	<b>9,473.00</b>	<b>1%</b>	<b>0.00</b>
<b>Grand Total:</b>			<b>8,461.17</b>	<b>8,829.39</b>	<b>9,132.47</b>	<b>9,337.00</b>	<b>9,267.59</b>	<b>9,473.00</b>	<b>1%</b>	<b>0.00</b>

# 2021 PROPOSED HEALTH AGENCIES & HOSPITALS

## TOWN OF AUBURN

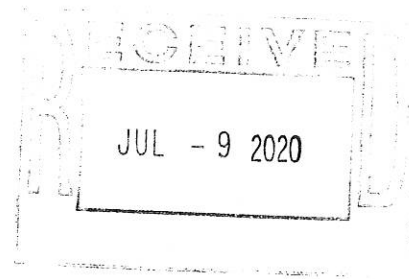
		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2017	2018	2019	2020	2020	Request	20/21	Approved	Approved
							2021		2021	2021
		As of December	As of December	As of December	As of December	As of October				
<b>Health Agencies &amp; Hospitals</b>										
1	01-4415-3-370-1	Visiting Nurse	2,500.00	0.00	2,500.00	2,500.00	2,500.00			
2	01-4415-3-370-2	CASA	0.00	0.00	0.00	0.00	500.00	100%		
		<i>Narrative for Column # 6</i>								
		Police donate \$1,200 yrly to Child Advocacy Center.								
3	01-4415-3-370-4	Child and Family Services	500.00	500.00	500.00	500.00	0.00	-100%		
4	01-4415-3-370-5	Home Health & Hospice Care	1,000.00	1,000.00	1,000.00	1,000.00	0.00			
5	01-4415-3-370-6	Lamprey Health Care	500.00	500.00	500.00	500.00	0.00	-100%		
		<i>Narrative for Column # 6</i>								
		Lamprey no longer doing rides, transfered buses to Meal on Wheels to pick up lost service.								
6	01-4415-3-390-1	Social Services-Meals on Wheels	1,300.00	1,375.00	1,375.00	1,375.00	1,875.00	36%		
		<i>Narrative for Column # 6</i>								
		\$500 more for taking on transportation.								
<b>Health Agencies &amp; Hospitals Total</b>		<b>5,800.00</b>	<b>3,375.00</b>	<b>5,875.00</b>	<b>5,875.00</b>	<b>4,375.00</b>	<b>5,875.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>5,800.00</b>	<b>3,375.00</b>	<b>5,875.00</b>	<b>5,875.00</b>	<b>4,375.00</b>	<b>5,875.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>



**VISITING NURSE ASSOCIATION**  
of Manchester & Southern New Hampshire

July 6, 2020

**Adele Frisella, Finance Director**  
**Town of Auburn**  
P.O. Box 309  
Auburn, NH 03032



Dear Ms. Frisella and Auburn Selectmen,

I am writing to ask your consideration of providing continued support to the Visiting Nurse Association of Manchester and Southern New Hampshire (VNA). As you are aware, the VNA continues to provide programs and services to residents of Hooksett. Your contribution would greatly help the VNA in meeting our mission of providing care for those without insurance or the ability to pay for all or part of the care they so greatly need. It would enable us to assist Hooksett residents of all ages facing the challenges of recovering from surgery, physical disabilities, short-term, chronic, and life-limiting illnesses. It would allow people to remain at home, where they want to be. Our programs include both home health, maternal child health and hospice visits.

The VNA of Manchester and Southern NH provided services to **74** Auburn residents totaling **781** visits during the past year. Listed below is a breakdown of those services:

- **6** maternal child health moms and babies
- **65** home health patients, many frail and elderly
- **3** hospice patients and their families providing care during their final months of life

The VNA is dependent on city and town funds, and the generosity of the community to continue to service those who are under insured and without insurance. We are requesting your continued support of **\$2,500.00** as provided in the past.

Please feel free to contact Donna Frizzell, Director of Home Health and Community Services, should you need any further service information, would like additional community health services, or to schedule a speaker for an event. You can reach her directly at (603) 663-4029. We look forward to another year of providing high-quality care to the residents of Hooksett.

Thank you for your consideration.

Sincerely,

Rachel Chaddock, MS, BS, RN  
Vice President of Home and Community Services

Enclosure

1070 Holt Avenue  
Suite 1400  
Manchester, NH 03109  
Toll Free: (800) 624-6084  
Phone: (603) 622-3781  
Fax: (603) 641-4074  
[www.manchestervna.org](http://www.manchestervna.org)

VNA HOME HEALTH & HOSPICE SERVICES | VNA PERSONAL SERVICES

*An affiliate of Elliot Health System*

VNA HOME HEALTH AND HOSPICE SERVICES, INC.  
TOWN OF AUBURN  
Statistics - Fiscal Year Ended June 30, 2020

Number of Admissions by Program  
Admissions = New and Repeat Admissions to Service

	<u>Home Care</u>	<u>Hospice</u>	<u>MCH</u>	<u>Total</u>
Total	<u>65</u>	<u>3</u>	<u>6</u>	<u>74</u>

Total Visits by Program:

Total	<u>734</u>	<u>41</u>	<u>6</u>	<u>781</u>
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Community Health Clinics: No clinics Fiscal 20

	<u>Dup Clients</u>	<u>Hrs of Svc</u>
Blood Pressure		
Ears		
Flu		
Foot		
Health Ed		
Total	<u>0</u>	<u>0</u>

September 1, 2020

Board of Selectmen  
Town of Auburn  
47 Chester Rd  
Auburn, NH 03032

Dear Selectmen,

Thank you so much for the Town of Auburn's generous, past support. **Court Appointed Special Advocates (CASA) of NH respectfully requests appropriated funds in the amount of \$500** during your next funding cycle. The Town of Auburn's support will allow CASA of NH to expand and elevate our continued recruitment efforts in your community. Funding will provide training and support to a CASA volunteer advocate so that they may serve children who are the victims of abuse and neglect in Town of Auburn. CASA of NH estimates that it costs \$1,450 to train and support one volunteer advocate per year who, in turn, will serve 2.5 children on average. **Last fiscal year, we served 5 children from the Town of Auburn.**

CASA of NH provides a voice for abused and neglected children and youth by empowering a statewide network of trained volunteers to advocate on their behalf so they can thrive in safe, permanent homes. It is our goal to provide an advocate for 100 percent of NH's children in need. For the past 31 years, CASA of NH has served over 10,000 court-involved children and youth, birth to 21, who have been abused and/or neglected by their parents or caregivers. During the 2020 fiscal year (July 1, 2019 – June 30, 2020), 630 of our volunteers advocated for the best interests of 1,438 children across our state. We are the only organization in the State that serves this function. The key to our program is our volunteer advocates, capable and caring citizens from every walk of life who genuinely want to help children. A CASA volunteer advocate is a trained citizen appointed as the Guardian ad Litem (GAL) by the circuit or family court judge to represent a child victim in the court system in cases of abuse and neglect. Our professional staff train, supervise and support volunteers of all backgrounds, providing everything needed to allow ordinary citizens to successfully defend the best interests of vulnerable children. CASA volunteer advocates provide critical information to the judges and the courts, making recommendations that directly impact the child's future. As a result, the family courts of NH are required to request that a CASA volunteer advocate be assigned to every case of abuse and neglect, if available. Our goal is always to serve 100% of cases that we are presented with. Last year we were able to serve 92%.

The current COVID-19 pandemic has had a significant impact on the lives of NH's children and especially those who are the victims of abuse and neglect. In NH and nationally, there is concern among social work and law enforcement experts that children are more at risk for abuse and neglect now because they have not been in school or in other child care and community settings. They are spending less time with people who are normally in positions to support and report (educators, social workers, administrators, counselors) and their social circles have contracted to include just family members. In fact, **in NH alone, reported cases of neglect and abuse made to the Department of Child and Family Services (DCYF) Hotline were down by 50%.** Parents are facing increased stress regarding care for their child while working, confronting economic instability and job loss, and feeling even more food and housing-insecure. For these reasons, CASA of NH anticipates a surge in cases due to the COVID-19 pandemic in the 2021 fiscal year.

Our advocates and staff are responding to the impact of the pandemic strategically, creatively and immediately to ensure that children continue to receive the critical advocacy they need. Our advocate volunteers are connecting with their children remotely, through texting, online platforms (zoom, skype)

and social media. Our recruitment and outreach efforts are being done virtually (including interviews and advocate peer support groups), and online advocate resources are being updated daily to help with retention.

CASA of NH has been working closely with leaders from the Judicial Council, DCYF, Health & Human Services, Granite State Children's Alliance, and other state and local organizations and child-focused non-profits to determine next steps and strategies for keeping children safe. The impact of the pandemic could have far-reaching implications for NH's children, but the full scope is yet to be determined. We are anticipating that the need for CASA volunteer advocates will be even greater than before. Your support will help to train and support these volunteers in order to meet the anticipated demand for our services in your area.

In addition to the hardships faced with COVID-19, we are continuing to see the effects of opioid and substance misuse within the families whose children we serve; 86% of new cases last year had a known Parental Substance Abuse Component. In addition to physical abuse and neglect, children have been trafficked for drugs, witnessed their parents overdosing (and in some cases dying), and some have been directly exposed to or have ingested drugs themselves.

**Children who are the victims of abuse and neglect are a part of every community within our state.** They attend our schools and are often moving from one town to the next due to changes in a caretaker's residence or foster home placement. A CASA volunteer advocate is often the only constant in these children's lives. They meet with them regularly to get a sense of their situation and give them hope and encouragement for a better future.

In addition to all of the good work they do for our children, **our CASA volunteers also save our state an estimated \$4.6M in legal fees** – fees that would otherwise be paid for by state tax dollars. If CASA of NH cannot assign a volunteer advocate to a case due to lack of availability, the state will then hire a paid GAL (Guardian ad Litem) at \$60 per hour plus travel costs.

The work that the Town of Auburn can help us achieve has never been more important. The children that our CASA volunteer advocates serve are the unseen victims of not only the on-going drug crisis, but now COVID-19 as well. Unfortunately, like many other non-profit organizations, we have had to cancel our largest fundraisers this year. We are diligently exploring additional, emergency funding to make up for losses to our programmatic support. However, during these difficult times, CASA of NH has and will remain committed to the well-being of our state's silent victims. Your investment in CASA of NH is also an investment in the long-term, wellbeing of victimized children across the state. Your support has been an incredible asset to these children throughout the years and we thank you for your consideration of further assistance during this next funding cycle.

We can't thank you enough for supporting the work of our volunteers. If you have any questions about this request, please do not hesitate to contact Julia LaFleur, Development Assistant at (603) 626-4600 or [jlafleur@casanh.org](mailto:jlafleur@casanh.org).

Sincerely,

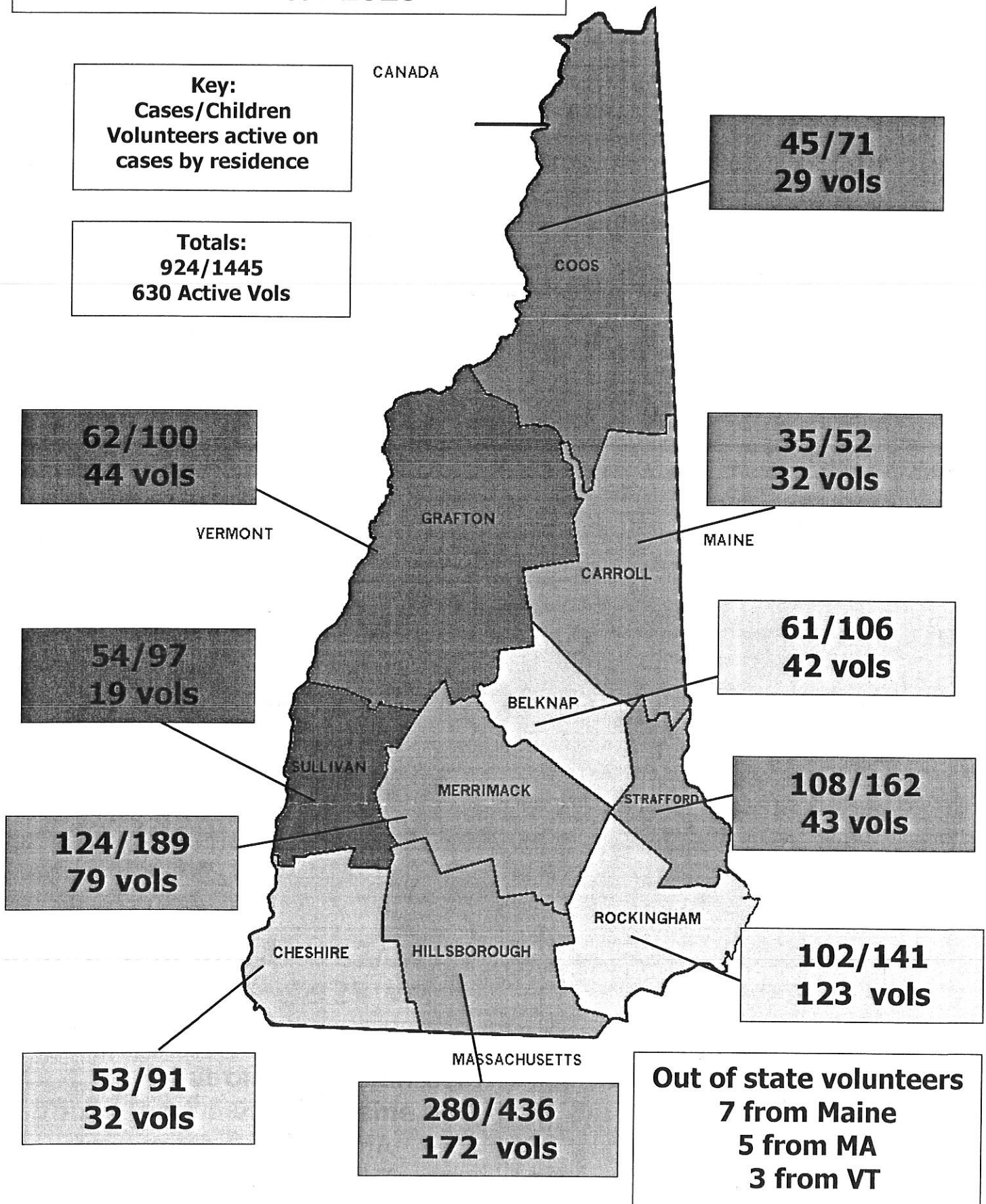


Marcia R. Sink  
President & CEO

# Active Cases and Volunteers for Fiscal Year 2020

**Key:**  
Cases/Children  
Volunteers active on  
cases by residence

**Totals:**  
924/1445  
630 Active Vols



# Home Health & Hospice Care

**Administrative Office:**

7 Executive Park Drive, Merrimack, NH 03054

Tel 603-882-2941 / Fax 603-423-9701

**Community Hospice House:**

210 Naticook Road, Merrimack, NH 03054

Adele Frisela  
Finance Director  
Town of Auburn  
PO Box 9060  
Auburn, NH 03032

chg 70\*

August 19, 2020

Dear Adele:

Home Health & Hospice Care's mission as a non-profit Visiting Nurse Association and hospice is to care for patients in their homes, in nursing homes and in the Community Hospice House. We provide skilled quality care to patients even when they have no insurance or resources. In order to do this critical work, we depend on the generosity of our caring donors and grants from the cities and towns in which our patients live. We're deeply grateful to the Town of Auburn for many years of support.

In FY 2020, we made 563 visits to residents of Auburn, up from 439 the year before. There were 256 visits by RNs, 178 visits by LNAs, 106 Therapy visits, 20 visits by a Licensed Medical Social Worker, 10 Spiritual Care visits and 3 visits by a Physician. In addition, 3 resident of Auburn died at the Community Hospice House.

Today, both physicians and their patients recognize the great value that home care brings, both in comfort and cost. Funds contributed by the Town of Auburn will only be used after insurance and federal and state funding options have been exhausted.

**We are respectfully requesting \$1,000 to be considered in your next budget.**

Thank you for your consideration. Should you have any questions or need additional information, I can be reached at 603 689-2936 or [tina.andrade@hhhc.org](mailto:tina.andrade@hhhc.org).

Sincerely,



Tina Andrade  
Director of Philanthropy

[www.hhhc.org](http://www.hhhc.org) • 1-800-887-5973

Nursing Services • Rehabilitation Therapies • Wound Care • Infusion Therapy • Behavioral Psychiatric Nursing • Maternal & Pediatric Services  
Bereavement Services & Grief Support Groups • Community Clinics • Volunteer Services • Patient Education



## ROCKINGHAM NUTRITION Meals on Wheels Program

106 North Road Brentwood, N.H. 03833  
Tel (603) 679-2201 Fax (603) 679-2206

Dear Selectmen,

Thank you for your consideration of this request and for your past support. During these most unusual times, we have adapted and continue to provide service. We request partial matching funds from the Town of Auburn to help provide meals & safety services to qualified Auburn residents.



We have continued providing service, home delivery of meals, during the pandemic. We continued serving our regular clients, plus have been adding

more, to date over 430 new clients have been added since March.

*"I am a grateful Meals on Wheels recipient. Thank you. Know your "customers" are increasing and hope this donation will help.*

We provide stability and support for a portion of the Town's population that is at higher risk for morbidity and mortality from Covid-19.

*"I can't thank you enough for the support you've given me through this horrible pandemic period. The food you are providing is helping greatly to keep me away from the grocery stores. You all have my highest gratitude for the food you bring me, and for checking on me when you show up at my doorstep. "*



### Our services in your Town:

- We helped 21 Auburn residents
- Served 3292 meals, each with wellness checks
- Have continued service throughout the pandemic.



### With Immediate Results:

Enabling them to meet their basic nutritional needs, and in most situations, to also maintain a safer and healthier life, even during the pandemic.

### And an Important one for these times

Allowing many to shelter at home as much as possible.

## ROCKINGHAM NUTRITION Meals on Wheels Program

106 North Road Brentwood, N.H. 03833  
Tel (603) 679-2201 Fax (603) 679-2206

Dear Selectmen,

Thank you for your consideration of this request and for your past support. During these most unusual times, we have adapted and continue to provide service. We request partial matching funds from the Town of Auburn to help provide meals & safety services to qualified Auburn residents.



We have continued providing service, home delivery of meals, during the pandemic. We continued serving our regular clients, plus have been adding

more, to date over 430 new clients have been added since March.

*"I am a grateful Meals on Wheels recipient. Thank you. Know your "customers" are increasing and hope this donation will help.*

We provide stability and support for a portion of the Town's population that is at higher risk for morbidity and mortality from Covid-19.

*"I can't thank you enough for the support you've given me through this horrible pandemic period. The food you are providing is helping greatly to keep me away from the grocery stores. You all have my highest gratitude for the food you bring me, and for checking on me when you show up at my doorstep. "*



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### And an Important one for these times

Allowing many to shelter at home as much as possible.

## Important Results

- Only 6% of our clients had a change in living condition due to health reasons
- 99% of our clients reported feeling safer
- 94% of clients reported that meals on wheels helps them to remain in their own homes
- 98% reported that meals on wheels benefits their health
- 98% reported eating healthier
- 92% reported eating less high fat foods
- 90% reported eating less salt
- 66% reported being able to follow a specific diet, low sodium, diabetic friendly, cardiac friendly, ground, and pureed meals are available



### **And the clients are satisfied**

With 92% reporting that the overall service is excellent to very good.



### Program Changes and/or highlights from the past year:

When the pandemic arrived, we closed our community centers for luncheons, while still providing home delivery of meals and transportation. We changed aspects of our service provision, including personal protective equipment, masks, even more frequent sanitization, and more. Instead of going into the homes of our clients as we previously did, we now deliver the meal in a bag, place it near the door, step back, the client comes to the door, gets the meal, they greet each other, chat a bit and make sure all is well, and then on our way. We operated for three days per day with double meal deliveries on Monday, Wednesday, and Friday; for April-June; and have gone back to 5-day service for home

delivery as of July.

Without additional funding from the Families First Coronavirus Act Funds we would have been in trouble. We saw increased demand for home delivery of meals, while we already had a large and growing home delivery program. We gave out a small stockpile of meals to each client in case service was disrupted because of Covid-19. Between the two last developments, we served an additional 19,400 meals between March and the end of June for a year end history record of 338, 000 meals.

Meals on Wheels is a low cost effective daily service that supports local residents, enabling them to continue to remain in their home, in their community, where they wish to be, and more safely weather a pandemic.

RNMOW has been serving Auburn residents since 1978, providing a ready to eat nutritious meal and safety services for those in need, on an ongoing basis: daily services Monday - Friday all year.

We strive to do our best to keep our requests reasonable, to keep our costs under control, including an Administrative cost running at 9% for many years, and of course to provide a quality service to qualified Town residents.

We appreciate what Town funding will allow us to do - continuing meals. Thank you for your consideration of this request and for your past support.

Sincerely,

Debra Perou, Executive Director



# LAMPREY HEALTH CARE

Where Excellence and Caring go Hand in Hand

Town of Auburn  
Adele Fisella  
PO Box 309  
Auburn, NH 03032

July 30, 2020

Dear Ms. Fisella and Board of Selectmen,

I am writing to follow up on a recent letter to you from Greg White, CEO of Lamprey Health Care, regarding the discontinuance of the Senior Transportation program. The purpose of this letter is two-fold. First is to clarify the status of your 2020 appropriation to Lamprey Health Care and then to endorse the transition of the support you have provided to our Senior Transportation Program to Rockingham Nutrition-Meals on Wheels.

According to our records you have appropriated \$ 500.00 to Lamprey Health Care for the fiscal year ending December 31, 2020.

To date we have not received this appropriation and given the date of discontinuance of the program was June 24, 2020 we acknowledge an ongoing obligation to the Town of Auburn through the end of your fiscal year. We would propose fulfillment of this obligation in one of four ways and would invite your recommendation.

- Option 1: Lamprey Health Care would receive only 50% of the appropriation for the period January 1 – June 30, 2020 with the balance remaining unappropriated by Town of Auburn. The reduced appropriation to Lamprey Health Care would be \$ 250.00.
- Option 2: Lamprey Health Care would receive the full amount of the appropriation and use those funds for the remainder of this fiscal year to assist residents of the Town of Auburn in obtaining transportation for their medical appointments.
- Option 3: Lamprey Health Care would receive the full amount of the appropriation and transfer 50% to Rockingham Nutrition – Meals on Wheels as the intended recipient of the Lamprey Health Care buses, state contract, and ridership to support their services for the July – December portion of the fiscal year.
- Option 4: Lamprey Health Care would receive the full amount of the appropriation and Town of Auburn would like their funds used to support other Lamprey Health Care programming.

Please let me know at your earliest convenience which of these four options you would prefer at [ecrosby@lampreyhealth.org](mailto:ecrosby@lampreyhealth.org).

As noted earlier in this letter, it is the intent of Lamprey Health Care and Rockingham Nutrition – Meals on Wheels to obtain the state's approval to transition our buses, the BEAS contract, and our ridership to Rockingham Nutrition – Meals on Wheels as seamlessly as possible. In that spirit we would endorse any request by Rockingham Nutrition - Meals on Wheels for future appropriations for transportation funding by the Town of Auburn.

We want to express our gratitude to you for your support over the years and certainly would appreciate any further support to our programming that you might be able to offer as we seek to meet the health care needs of the most vulnerable residents of our communities.

Sincerely,



Evalie M. Crosby  
Chief Financial Officer

OK to pay  
\$500-

01-4415-3370-5

Adele

## Bill Herman

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**From:** John Branagan <jb@affinityled.com>  
**Sent:** Thursday, November 5, 2020 7:49 PM  
**To:** Bill Herman  
**Cc:** Andrew Tiebout; Johnny Muy  
**Subject:** Affinity LED Streetlight Project

Hi Bill –

I hope you are doing great !

Hey I'm sad to say that I am leaving Affinity but happy to tell you that you are in great hands with Andrew Tiebout <[andrew@affinityled.com](mailto:andrew@affinityled.com)> taking over as my 'hand picked' successor !

Your streetlight GIS map is all reviewed on our end.

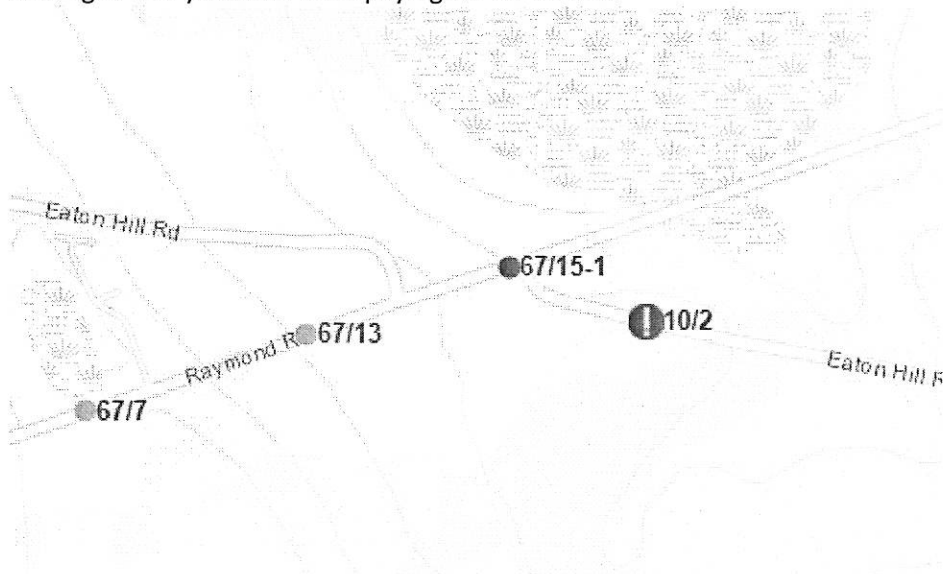
- Reminder in Eversource territory, if you want to make and removals or additions to your lights Affinity and our subs are not allowed to do that BUT we can help you to coordinate with Eversource for them to do the work.

We are ready review the map with you and to deliver lights and get the installation scheduled!

- Andrew will follow up with you on where we can deliver and plan to stage a dumpster for recycling and all of the details.

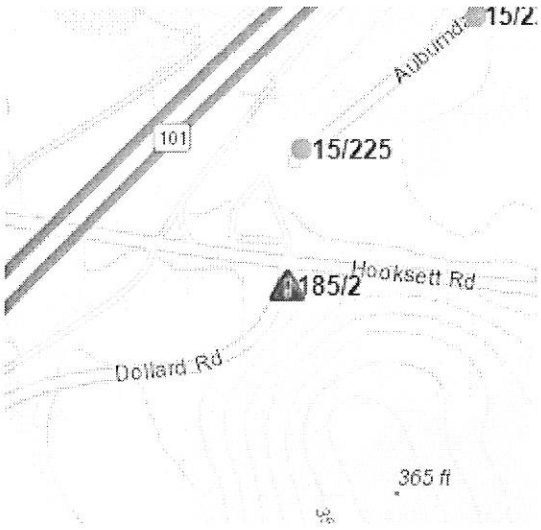
Two small things of note on the map.

One light that you have been paying for isn't there.



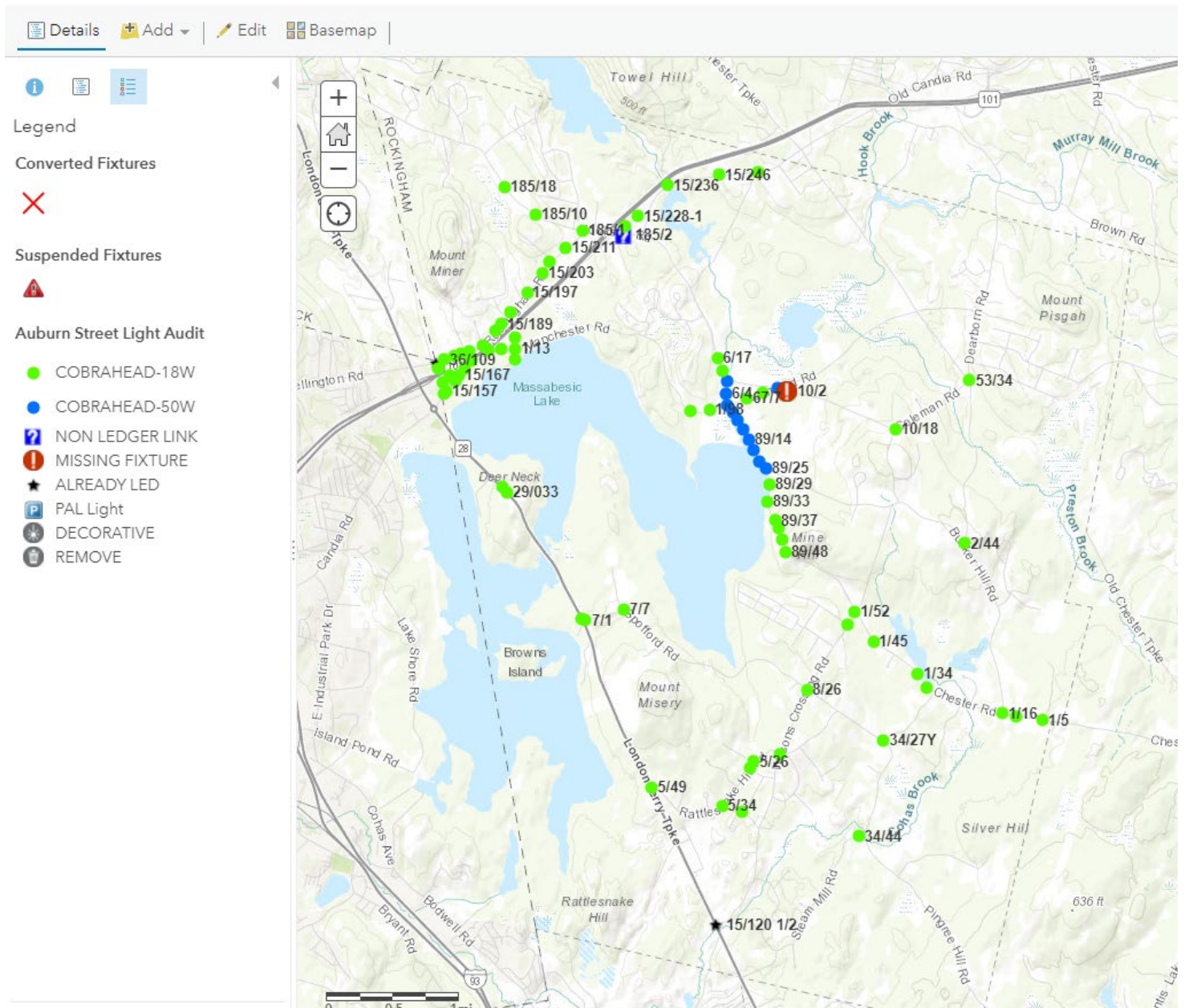
One light that you have NOT been paying for really is there (HAHAHA)

So net / net the project is right on track.



John Branagan [JB]

**Affinity LED Lighting**  
1 Washington Street, #5121  
Dover, NH 03820  
[www.affinityled.com](http://www.affinityled.com)  
[jb@affinityled.com](mailto:jb@affinityled.com)  
Ph: 978-378-LED8, ext 701



**Town of Auburn  
Board of Selectmen  
November 2, 2020  
Minutes  
7:00 PM**

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

**Others Present:** Building Inspector Carrie Rouleau-Cote, Animal Control Officer Jarlene Cornett, Mike DiPietro, Police Chief Ray Pelton, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Approval of Accounts Payable Manifest for the Week of November 2, 2020 - \$1,149,636.93**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the Week of November 2, 2020 - \$1,149,636.93. 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 November 2, 2020 - \$27,380.00**

*Mr. Bedard motioned to approve the Accounts Payable Manifest for the week of November 2, 2020 in the amount of \$27,380. Mr. Leclair seconded the motion. A vote was taken, Mr. Bedard – aye, Mr. Leclair – aye and Mr. Rolfe - abstain. The motion passed 2-0-1.*

**Approval of Consent Agenda for the Week of November 2, 2020**

Mr. Leclair read out loud the Consent Agenda for the Week of November 2, 2020 some of which included: A Tax Collector Warrant/Second Issue Property Tax, a Tax Collector Warrant/Second Issue Betterment Assessment and a Payment in Lieu of Taxes for Manchester Water Works.

*Mr. Bedard motioned to approve the Consent Agenda for the week of November 2, 2020. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Appointments with the Board**

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

**General Update on Town Issues**

Chief Pelton reported there are five active cases in Auburn.

## **Town Budget Presentations**

### **Building Inspector – Carrie Rouleau-Cote**

Mrs. Rouleau-Cote presented the proposed budget for FY 21 Building Inspector in the amount of \$11,650 which is five percent less than last year. Mrs. Rouleau Cote decreased the amount for Dues, Workshops and Seminars and the Fuel/Mileage line.

***Mr. Bedard motioned to approve the FY 21 Building Inspector budget in the amount of \$11,650. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Rouleau-Cote reported permits were up 80 from last year with a total of 655 to date. There were 29 permits issued for new homes this year which is five more than last year.

### **Animal Control – Jarlene Cornett**

Jarlene Cornett presented the proposed budget for FY 21 Animal Control Officer in the amount of \$2,390 which is level funded from last year.

***Mr. Bedard motioned to approve the FY 21 Animal Control Officer budget in the amount of \$2,390. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Legal Expenditures – Bill Herman**

Mr. Herman presented the proposed budget for FY 21 for Legal Expenditures in the amount of \$30,000 which is level funded from last year.

***Mr. Bedard motioned to approve the FY 21 Legal Expenditures budget in the amount of \$30,000. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Insurance – Bill Herman**

Mr. Herman presented the proposed budget for FY 21 for Insurance in the amount of \$128,261 which is a nine percent increase over last year. Mr. Herman noted Property Liability had increased seven percent and Worker's Compensation by 14%.

***Mr. Bedard motioned to approve the FY 21 Insurance Budget in the amount of \$128,261. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Other Public Safety – Bill Herman**

Mr. Herman presented the proposed budget for FY 21 for Other Public Safety in the amount of \$1,000 which is level funded from last year. Mr. Herman noted this is for other police details outside what is normally expected like elections, Shred Day and E-Waste Collection. Mr. Leclair noted the line has not exceeded \$500 in the past three years and recommended decreasing it by \$500.00.

***Mr. Bedard motioned to approve the Other Public Safety budget for FY 21 at \$500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Patriotic Purposes – Bill Herman**

Mr. Herman presented the proposed budget for FY 21 for Patriotic Purposes in the amount of \$6,500 which is a 43% decrease over last year. Mr. Herman noted last year's budget was higher due to the \$5,000 the Board budgeted in FY 2020 for Auburn's 175<sup>th</sup> Anniversary.

***Mr. Bedard motioned to approve the FY 21 Patriotic Purposes budget in the amount of \$6,500. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Debt Service – Bill Herman**

Mr. Herman presented the proposed budget for FY 21 for Debt Service in the amount of \$3.00 which is level funded from last year. Mr. Herman noted there are three placeholder lines of \$1.00 each for potential bond principal, interest, and tax anticipation notes.

***Mr. Bedard motioned to approve the FY 21 Debt Service budget in the amount of \$3.00. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **New Business**

#### **2020 Tax Rate**

Mr. Herman provided the Board with the NH Department of Revenue Administration's 2020 Tax Rate breakdown reflecting a tax rate of \$18.48 per thousand. He noted the Town's valuation had increased \$14.5 million, which was a little more than usual. And that nearly all revenue sources were stronger than anticipated.

Mr. Leclair asked about the process to offset the tax rate utilizing a portion of the \$2,602,634 undesignated fund balance which is nearing the top of the recommended range. Mr. Herman advised the Board can consider that during the budget process and include an amount as a revenue source in the budget proposal, or they get a second opportunity at the time of setting the tax rate in the fall and could use some then to achieve a reduced rate.

#### **Warrant Article #7 – Storage Building**

Mr. Herman reported he received clarification from Michelle Clark at the DRA about the allowable amount to come from the Municipal Aid revenue, which is \$38,509, for the storage building.

Mr. Leclair reported estimates were received from Pidcore for a 20'x60' building, \$81,800 and a 20'x40' building, \$61,000. This does not include the cost of site work as he thought that might be donated.

Mr. Bedard reported receiving an estimate that was \$10,000 more than the \$43,000 projected last year, with a cost of the concrete slab of \$9-\$12,000.

The Board agreed that construction costs, particularly lumber, had risen significantly over the past year and funding for the balance will have to come from another source or an additional warrant article. Mr. Rolfe will reach out to Barn Builders for another estimate.

### **Unexpected Costs – Repairs for Engine 1**

Mr. Herman advised that earlier this year Engine 1 was damaged and required repairs totaling \$4,567.86. The expense was submitted to the Trustees of Trust Funds for reimbursement of the maximum per claim of \$1,000 from the Town's Insurance Retention Fund leaving a balance of \$3,567.85. Mr. Herman noted the beginning balance of the Fleet Maintenance Fund was \$25,000 and is now at \$20,900 after payment of another \$4,100 expense.

***Mr. Bedard motioned to approve the withdrawal of \$3,567.85 from the Fleet Maintenance Expendable Trust Fund to cover the remaining expenses for the repair of Engine 1. 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 he reached out to the insulation company who advised him the cost will be slightly higher after performing a blower test and determining a little more work was necessary. Mr. Herman reported the energy analysis for Eversource is scheduled for November 4<sup>th</sup>.

### **Next Meeting/Events**

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

Thursday, November 5, 2020 – Budget Committee Meeting - PM

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

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

Thursday, November 19, 2020 – Joint Personnel Meeting

### **Minutes**

- October 26, 2020 Public Meeting

***Mr. Bedard motioned to approve the minutes of the October 26, 2020 Meeting as amended. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- October 26, 2020 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the October 26, 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 – Aye; Mr. Bedard – Aye; Mr. Rolfe – Aye. All were in favor, the motion passed unanimously.***

The meeting room was closed to the public at 7:35 PM.

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

The meeting room was reopened to the public at 7:50 PM.

***Mr. Rolfe 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 7:50 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