

**Town of Auburn  
Board of Selectmen  
Town Hall  
November 16, 2020**

**6:30 p.m.**

- ( ) Non-Public Session pursuant to RSA 91-A : 3, II (b)**  
Consideration of personnel change and/or addition.

**7:00 p.m.**

- ( ) Call to Order – Pledge of Allegiance**  
Approval of Accounts Payable Manifest for the Week of November 16, 2020

- ( ) Town Budget Presentations**

- Tax Collector/Checklist Supervisors – Susan Jenkins
- Town Clerk (Elections, Registrations, etc.) – Kathleen Sylvia
- Cemetery – James Thompson
- Government Buildings – William Herman/Adele Frisella
- General Government – William Herman/Adele Frisella

- ( ) New Business**

- ( ) Other Business**

- ( ) Next Meeting**

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

- ( ) 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 at (603) 483-5052 x 100, so that arrangements can be made."*

# 2021 PROPOSED FINANCIAL ADMINISTRATION 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 November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>									
<b>Financial Administration</b>									
1 01-4150-3-310-2 Deed Research	320.00	528.00	720.00	750.00	437.00	900.00	20%		
Narrative for Column # 6									
Vemdpr increased pricing.									
2 01-4150-3-330-2 Annual Assessing Update	27,424.96	88,459.25	37,596.20	28,000.00	23,173.00	28,000.00			
3 01-4150-6-620-1 Tax Bill Printing	2,776.84	2,852.58	2,904.72	3,100.00	2,387.35	3,150.00	2%		
4 01-4150-6-645-1 Tax Collector Education	870.00	946.25	730.00	950.00	40.00	1,025.00	8%		
<b>Financial Administration Total</b>	<b>31,391.80</b>	<b>92,786.08</b>	<b>41,950.92</b>	<b>32,800.00</b>	<b>26,037.35</b>	<b>33,075.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>31,391.80</b>	<b>92,786.08</b>	<b>41,950.92</b>	<b>32,800.00</b>	<b>26,037.35</b>	<b>33,075.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED ELECTION, REGISTRATION & VITAL STATS

## 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 November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>									
<b>Election, Regis &amp; Vital Stats</b>									
1 01-4140-1-165-5 Checklist Supervisors	2,883.65	3,148.03	1,169.08	6,500.00	4,319.74	1,300.00	-80%		
<b>Election, Regis &amp; Vital Stats Total</b>	<b>2,883.65</b>	<b>3,148.03</b>	<b>1,169.08</b>	<b>6,500.00</b>	<b>4,319.74</b>	<b>1,300.00</b>	<b>-80%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>2,883.65</b>	<b>3,148.03</b>	<b>1,169.08</b>	<b>6,500.00</b>	<b>4,319.74</b>	<b>1,300.00</b>	<b>-80%</b>	<b>0.00</b>	<b>0.00</b>

# 2021 PROPOSED ELECTION, REGISTRATION & VITAL STATS

## 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 November				
<b>General Fund</b>										
<b>Election, Regis &amp; Vital Stats</b>										
1 01-4140-1-165-0	Election Personnel	4,975.00	6,300.00	2,300.00	14,500.00	8,270.00	2,000.00	-86%		
<del>2 01-4140-1-165-5</del>	<del>Checklist Supervisors</del>	<del>2,883.65</del>	<del>3,148.03</del>	<del>1,169.08</del>	<del>6,500.00</del>	<del>4,319.74</del>	<del>1,300.00</del>	<del>80%</del>		
3 01-4140-6-620-2	Record Preservation	7,600.00	3,630.00	4,000.00	4,000.00	0.00	4,000.00			
4 01-4140-6-645-1	Town Clerk Dues & Conferences	1,692.20	1,801.35	2,177.86	3,600.00	55.00	3,000.00	-17%		
5 01-4140-6-650-1	Law Books	1,294.45	64.45	797.95	1,000.00	913.13	1,000.00			
6 01-4140-6-660-0	Election Expenses	4,595.94	6,178.86	3,512.00	14,500.00	7,902.95	3,000.00	-79%		
7 01-4140-6-660-1	Dog Tags	411.54	417.56	421.02	450.00	0.00	550.00	22%		
<b>Election, Regis &amp; Vital Stats Total</b>		<b>23,452.78</b>	<b>21,540.25</b>	<b>14,377.91</b>	<b>44,550.00</b>	<b>21,460.82</b>	<b>14,850.00</b>	<b>-67%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>23,452.78</b>	<b>21,540.25</b>	<b>14,377.91</b>	<b>44,550.00</b>	<b>21,460.82</b>	<b>14,850.00</b>	<b>-67%</b>	<b>0.00</b>	<b>0.00</b>
		<i>2056913</i>	<i>1834222</i>	<i>1320883</i>	<i>38050<sup>00</sup></i>	<i>1714108</i>	<i>13550<sup>00</sup></i>			

# 2021 PROPOSED CEMETERY

## 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 November	2021		2021	2021
<b>General Fund</b>										
<b>Cemeteries</b>										
1 01-4195-3-380-0	Cemetery Mowing	12,505.00	14,010.00	12,306.25	12,200.00	8,356.00	13,000.00	7%		
2 01-4195-3-380-1	Cemetery Fertilization	1,130.00	3,784.00	10,009.50	10,010.00	9,406.00	11,000.00	10%		
3 01-4195-3-388-0	Cemetery Property Maintenance	8,835.55	1,946.00	6,031.97	6,500.00	2,150.00	6,500.00			
4 01-4195-3-390-0	Cemetery Mapping	1,022.50	813.00	747.50	1,200.00	0.00	1,200.00			
5 01-4195-5-550-1	Robie Cemetery	0.00	0.00	1,150.00	2,000.00	2,040.50	0.00	-100%		
Narrative for Column # 6										
Added mowing to mowing line.										
6 01-4195-5-550-2	Longmeadow Cemetery	4,455.50	5,336.00	0.00	0.00	19,000.00	0.00			
7 01-4195-5-660-0	Cemetery Supplies	92.50	245.74	29.96	600.00	577.52	600.00			
8 01-4195-5-690-0	Cemetery Miscellaneous	206.87	0.00	0.00	300.00	0.00	300.00			
9 01-4195-5-720-0	Cemetery Mileage	0.00	445.81	481.98	500.00	33.12	500.00			
10 01-4195-6-645-0	Cemetery Dues & Membership	50.00	80.00	210.00	200.00	60.00	200.00			
<b>Cemeteries Total</b>		<b>28,297.92</b>	<b>26,660.55</b>	<b>30,967.16</b>	<b>33,510.00</b>	<b>41,623.14</b>	<b>33,300.00</b>	<b>-1%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>28,297.92</b>	<b>26,660.55</b>	<b>30,967.16</b>	<b>33,510.00</b>	<b>41,623.14</b>	<b>33,300.00</b>	<b>-1%</b>	<b>0.00</b>	<b>0.00</b>

		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 November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>Government Buildings &amp; Mainten</b>										
1	01-4194-1-120-1	Janitorial Salary	11,022.64	14,849.72	12,737.32	18,497.00	11,380.51	0.00	-100%	
2	01-4194-5-510-1	Town Hall Telephone/Internet	4,594.77	3,700.92	4,405.09	4,400.00	4,336.66	5,280.00	20%	
	<i>Narrative for Column # 6</i> Comcast 400x12 - \$4,800 Cell 40x 12 - \$480									
3	01-4194-5-510-2	Highway Telephone/Internet	1,069.73	1,254.12	1,103.55	1,300.00	790.76	1,050.00	-19%	
	<i>Narrative for Column # 6</i> Consolidated Communication Line \$43x12 - \$516 Verizon \$45x12 - \$540									
4	01-4194-5-510-3	PD/ACO Telephone/Internet	9,932.18	9,551.78	9,440.35	10,200.00	8,412.75	10,370.00	2%	
	<i>Narrative for Column # 6</i> Consolidated Communication \$111x12 - \$1,332 Verizon \$467x12 - \$5,604 Comcast \$286x12 - \$3,432									
5	01-4194-5-510-4	FD/OEM Telephone/Internet	7,058.86	7,954.27	7,398.61	6,000.00	5,880.34	7,900.00	32%	
	<i>Narrative for Column # 6</i> Verizon \$116x12 = \$1,396 Comcast (2 locations) \$440x12 = \$5,280 First Light \$62x12 - \$744 Cell Reim \$40x12 - \$480									
6	01-4194-5-510-5	P & R Telephone/Internet	-13.23	0.00	0.00	1.00	0.00	550.00	54,900%	
	<i>Narrative for Column # 6</i> Verizon									
7	01-4194-5-520-1	Town Hall Electric	4,264.46	5,082.99	3,309.74	3,800.00	3,109.38	4,200.00	11%	
8	01-4194-5-520-2	Highway Electric	2,561.58	2,641.42	2,923.44	3,500.00	2,036.00	3,100.00	-11%	
9	01-4194-5-520-3	Safety Complex Electric	13,097.53	14,103.62	12,501.34	13,500.00	9,580.48	12,500.00	-7%	
10	01-4194-5-520-4	Pingree Hill Electric	1,993.53	2,447.81	2,416.34	2,500.00	1,982.81	2,650.00	6%	
11	01-4194-5-520-5	P & R Electric	2,093.10	2,201.13	2,058.67	2,200.00	1,053.76	1,500.00	-32%	
12	01-4194-5-530-1	Town Hall Heating	2,377.19	4,018.11	3,320.75	4,500.00	1,293.90	3,500.00	-22%	
13	01-4194-5-530-2	Highway Heating	6,661.49	3,426.70	4,013.05	4,500.00	2,259.51	4,500.00		
14	01-4194-5-530-3	Safety Complex Heating	8,862.29	12,483.77	11,378.44	14,000.00	8,515.62	14,000.00		
15	01-4194-5-530-4	Pingree Hill Heating	2,128.55	3,181.92	3,228.83	3,000.00	1,904.82	3,000.00		
16	01-4194-5-550-1	Repairs & Maintenance	2,760.26	2,529.86	4,374.15	4,900.00	1,773.75	8,634.00	76%	
	<i>Narrative for Column # 6</i>									

# 2021 PROPOSED GOVERNMENT BUILDINGS & MAINTENANCE

## 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 November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
TH Furnance Clean/Repair - \$1,000 Highway Furnance Clean/Repair - \$700 TH Generator Maint - \$250 Smoke Detectors Check/Repair - \$250 Fire Extinguisher Check/Repair - \$380 Lighting Fix/Replace - \$1,000 Power Wast TH - \$400 Miscellaneous - \$1,500 TH Power Washing - \$400 TH - Replacing Smoke & Heat Detectors - \$2,754									
17 01-4194-5-550-2 Municipal Property Mowing Narrative for Column # 6 Level Funding	25,807.00	27,980.00	35,101.12	34,900.00	24,200.52	34,900.00			
18 01-4194-5-560-1 Plant Costs Narrative for Column # 6 Trash PU - \$350 State Lift/Boiler Insp - \$400 Storage Units 240x12 - \$2,880 TH Fire Alarm Monitoring - \$450 Miscellaneous - \$400	4,974.61	4,497.62	5,231.41	3,740.00	4,792.00	4,830.00	29%		
19 01-4194-6-660-1 Bottled Water Narrative for Column # 6 Put in Office Supplies	325.83	153.21	35.10	1.00	0.00	0.00	-100%		
20 01-4194-6-660-2 Janitorial Supplies	565.21	46.24	42.37	400.00	0.00	200.00	-50%		
21 10-4194-9-920-0 Building Repairs	0.00	0.00	0.00	0.00	0.00				
Grand Total:	112,137.58	122,105.21	125,019.67	135,839.00	93,303.57	122,664.00	-10%	0.00	0.00

**SOS ALARMS INC.**  
**PO BOX 849**  
**AUBURN, NH 03032**  
**Tel: 800-984-0005      Fax: 603-669-9019**

***Proposal***

**Client Information**

AUBURN TOWN HALL  
Care Of: 47 CHESTER ROAD  
PO BOX 309  
AUBURN, NH 03032-0309

**Proposal Number**    **956**  
**Date** 10/8/2020      **Expires** 11/7/2020  
**Salesperson** SEAN O'BRIEN

Qty	Description	Unit Price	Labor	Total
18	SILENT KNIGHT SMOKE	\$79.00	\$0.00	\$1,422.00
7	SILENT KNIGHT HEAT	\$76.00	\$0.00	\$532.00
1	LABOR	\$800.00	\$0.00	\$800.00

**Sub Total**            **\$2,754.00**  
  
**Sales Tax**                **\$0.00**  
**Total This Proposal**    **\$2,754.00**

ANY UNFORSEEN ISSUES WILL BE CHARGED ACCORDINGLY TIME AND MATERIALS.

THANK YOU, FOR GIVING US THE OPPORTUNITY TO GIVE YOU A QUOTE AND IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO GIVE US A CALL AT THE OFFICE @ 669-6528 OR ON MY CELL @ 361-2913.

THANKS AGAIN,

BRANDON O'BRIEN

SOS ALARMS INC, REQUIRES A 50% DEPOSIT AND A SIGNED PROPOSAL/CONTRACT PRIOR TO SCHEDULING THE INSTALLATION.

CUSTOMER ACCEPTANCE \_\_\_\_\_ DATE \_\_\_\_\_.

\_\_\_\_\_  
Please print name here

\_\_\_\_\_  
Please sign name here

\_\_\_\_\_  
Date Approved



# 2021 PROPOSED GENERAL GOVERNMENT 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 November	6 Dept/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
<b>General Fund</b>										
<b>General Government</b>										
1 01-4199-1-120-1	Village Crier Editor	1,257.08	586.54	0.00	1.00	0.00	1.00			
2 01-4199-2-290-2	General Reimbursement	4,246.29	3,808.65	4,623.77	4,000.00	1,546.28	4,000.00			
3 01-4199-3-310-2	General Consulting Services	36,057.68	15,712.64	14,051.21	20,630.00	12,725.36	13,500.00	-35%		
Narrative for Column # 6										
CIP Yearly update \$1,500										
Stantec \$12,000										
Moved ANS to Contracts, Software (7,130)										
4 01-4199-3-340-1	Contracts Software & Maintenance	31,690.85	35,005.37	46,764.38	33,619.00	33,555.68	41,570.00	24%		
Narrative for Column # 6										
Interware - \$5,800; Harris - \$14,000; Avitar - \$7,000;										
Civic Plus - \$2,050; Precision Forecasting - \$1,250;										
ANS Backup 105x12 - \$1,260; ANS Maintenance 427.50x12 - \$5,130; CDW Office 360 - \$2,280; ANS support - \$2,000; Copier Maint - \$800.										
5 01-4199-3-390-1	Tax Map Update	5,250.00	1,800.00	6,380.00	6,100.00	4,300.00	5,000.00	-18%		
6 01-4199-3-390-4	General Recording Fees	298.22	253.20	326.80	400.00	233.75	350.00	-13%		
7 01-4199-5-410-1	Bank Charges/Fees	393.49	396.51	0.00	320.00	0.00	150.00	-53%		
8 01-4199-6-610-1	General Office Equipment	6,080.86	5,615.98	2,342.64	6,000.00	8,644.61	6,000.00			
9 01-4199-6-611-1	Copy Machine Lease	1,128.39	653.61	0.00	1.00	0.00	4,000.00	399,900%		
Narrative for Column # 6										
New Machine at \$4,100 or yearly payments for 3.5 years @ \$1,200 yearly.										
10 01-4199-6-620-3	Newsletter	19,355.39	18,423.90	20,748.56	22,000.00	18,777.87	21,000.00	-5%		
11 01-4199-6-630-1	General Postage	7,467.92	6,526.87	6,833.93	7,000.00	6,985.00	7,000.00			
Narrative for Column # 6										
Postage & machine rental.										
12 01-4199-6-645-1	Conferences, Seminars & Dues	1,345.39	2,829.59	3,900.94	4,000.00	788.33	3,000.00	-25%		
13 01-4199-6-670-1	General Office Supplies	4,831.69	5,230.73	5,807.93	6,000.00	6,620.56	6,000.00			
14 01-4199-6-680-1	General Advertising	582.56	298.15	0.00	550.00	0.00	450.00	-18%		
15 01-4199-6-690-1	Miscellaneous Budget Expenditures	958.95	1,451.89	1,906.03	1,250.00	401.86	1,250.00			
Narrative for Column # 6										
Miscellaneous & dump stickers.										
<b>General Government Total</b>		<b>120,944.76</b>	<b>98,593.63</b>	<b>113,686.19</b>	<b>111,871.00</b>	<b>94,579.30</b>	<b>113,271.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>120,944.76</b>	<b>98,593.63</b>	<b>113,686.19</b>	<b>111,871.00</b>	<b>94,579.30</b>	<b>113,271.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>