

**Town of Auburn
Board of Selectmen
Town Hall
November 30, 2020**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of the AP Manifest of November 30, 2020

() Town Budget Presentations

- Park & Recreation – Amy Lachance/Patricia Rousseau
- Recreation Improvement – Amy Lachance/Patricia Rousseau
- Welfare – Patricia Rousseau
- Audit – William Herman/Adele Frisella
- Longevity – William Herman/Adele Frisella
- Personnel Insurance – William Herman/Adele Frisella
- RCCAP – William Herman/Adele Frisella

() Old Business

Update on LED Streetlight Conversion Project – William Herman

() Other Business

() Move to Non-Public Meeting

The compensation of a public employee per RSA 91-A, 3(a)

() Move to Public Meeting

() Next Meeting

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

() Approval of Minutes

November 22, 2020

() 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."

| | | 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 |
|-------------------------------|--|---|---|---|---|---|-----------------------------------|---------------------|------------------------------|--------------------------------------|
| General Fund | | | | | | | | | | |
| Parks & Recreation | | | | | | | | | | |
| 1 | 01-4520-0-001-1 Recreation Senior Trips Narrative for Column # 6 Spring Trip \$3,500 Fall Trip \$3,500 | 6,587.95 | 6,124.12 | 6,224.28 | 7,000.00 | 0.00 | 7,000.00 | | | |
| 2 | 01-4520-0-001-2 Recreation Family Events Narrative for Column # 6 Old Home Day \$10,750 3 Concerts in the Park \$2,100 Trunk or Treat \$500 | 13,552.42 | 15,158.28 | 15,091.34 | 15,350.00 | 9,939.68 | 13,350.00 | -13% | | |
| 3 | 01-4520-0-001-3 Recreation Basketball Program | 447.92 | 828.55 | 0.00 | 0.00 | 0.00 | 50.00 | 100% | | |
| 4 | 01-4520-0-001-4 Recreation Ski Program Narrative for Column # 6 Busing | 2,799.76 | 2,658.55 | 2,757.31 | 2,800.00 | 2,694.55 | 2,800.00 | | | |
| 5 | 01-4520-0-001-6 Recreation Community Service Award Narrative for Column # 6 Awards and Gifts | 187.98 | 207.30 | 232.80 | 250.00 | 232.50 | 150.00 | -40% | | |
| 6 | 01-4520-0-001-7 Recreation Soccer Program Narrative for Column # 6 Goal Anchors/Sandbags \$300 Field Tripping Paint \$1,300 Nets for Medium Goal \$300 | 825.45 | 1,899.29 | 1,760.83 | 1,900.00 | 1,927.39 | 1,900.00 | | | |
| 7 | 01-4520-0-001-8 Recreation Senior Dinners Narrative for Column # 6 January Dinner \$1,000 August BBQ \$800 | 1,429.38 | 1,651.77 | 1,242.47 | 1,800.00 | 1,552.59 | 1,800.00 | | | |
| 8 | 01-4520-1-120-1 Recreation Coordinator Salary | 12,034.24 | 16,951.09 | 21,001.48 | 31,632.00 | 24,072.87 | 0.00 | 100% | | |
| 9 | 01-4520-1-120-2 Recreation Maintenance Worker | 23,510.24 | 24,746.33 | 30,352.30 | 29,658.00 | 10,409.78 | 0.00 | 100% | | |
| 10 | 01-4520-2-250-1 Recreational Fuel and Maintenance Narrative for Column # 6 Fuel for P&R Vehicle \$2,000 Vehicle Maintenance \$2,000 Coordinator Mileage \$200 | 2,108.38 | 2,607.71 | 2,222.59 | 2,240.00 | 3,451.18 | 4,200.00 | 88% | | |
| 11 | 01-4520-3-360-1 Recreation Playground & Parks Narrative for Column # 6 Everyday Repairs | 2,289.10 | 1,628.28 | 2,217.12 | 3,000.00 | 1,323.96 | 3,000.00 | | | |
| 12 | 01-4520-5-550-0 Recreation General Maintenance Narrative for Column # 6 | 7,417.75 | 20,327.48 | 25,779.11 | 13,837.00 | 11,033.88 | 14,000.00 | 1% | | |

2021 PROPOSED PARKS & RECREATION 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 | | | | |
| Picnic Tables (2-3 metal picnic tables) \$2,000 Sprinkler Head Repairs & Winterizing \$900 Fertilizer Treatments at Wayne Eddows & Safety Mosquito & Tick spraying at Wayne Eddows \$1,400 Regrading Parking Lot (Wayne Eddows & Safety Complex Field) \$1,500 Wayne Eddows & Appletree Playground Chips \$2,000 AED & Fire Extinguisher at Wayne Eddows \$200 | | | | | | | | | | |
| Complex Fields \$6,000 | | | | | | | | | | |
| 13 01-4520-5-550-4 | Recreation Ice Rink | 2,502.65 | 2,210.78 | 0.00 | 200.00 | 150.00 | 5,000.00 | 2,400% | | |
| Narrative for Column # 6 | | | | | | | | | | |
| Small Skating Rink (pending storage building construction) \$5,000 | | | | | | | | | | |
| 14 01-4520-5-560-1 | Recreation Trash Removal | 170.25 | 681.74 | 102.31 | 600.00 | 0.00 | 600.00 | | | |
| Narrative for Column # 6 | | | | | | | | | | |
| Dumpster & New Containers \$600 | | | | | | | | | | |
| 15 01-4520-5-560-2 | Recreation Chemical Toilets | 5,380.66 | 6,224.55 | 6,116.31 | 6,520.00 | 2,277.00 | 6,520.00 | | | |
| Narrative for Column # 6 | | | | | | | | | | |
| Rental - 5 Units (2 handicapped, 3 standard) for 7 months \$3,640 | | | | | | | | | | |
| Extra cleanings - Once a week for 4 units for 4 months \$2,880 | | | | | | | | | | |
| 16 01-4520-5-610-0 | Recreation Tools | 0.00 | 5,415.90 | 3,177.45 | 500.00 | 63.00 | 500.00 | | | |
| 17 01-4520-6-670-0 | Recreation Office Supplies | 144.39 | 92.07 | 73.94 | 200.00 | 216.51 | 200.00 | | | |
| 18 01-4520-9-940-1 | Recreation Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,000.00 | 100% | | |
| Narrative for Column # 6 | | | | | | | | | | |
| Severance School (rent & utilities) | | | | | | | | | | |
| Grand Total: | | 81,388.52 | 109,413.79 | 118,351.64 | 117,487.00 | 69,344.89 | 86,070.00 | -27% | 0.00 | 0.00 |
| | | 4584404 | 67,71637 | 6699786 | 56,19700 | 34,86224 | | | | |

2021 LAND & LAND IMPROVEMENTS

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 | | | | |
| General Fund | | | | | | | | | |
| Land & Improvements | | | | | | | | | |
| 1 01-4901-3-910-3 Recreation Improvements | 23,922.93 | 18,844.73 | 90,814.45 | 3,700.00 | 1,935.00 | 3,500.00 | -5% | | |
| <i>Narrative for Column # 6</i> | | | | | | | | | |
| Storage rental (Storage rental stay if building not built) \$2,000. | | | | | | | | | |
| Park Outdoor Fitness Equipment \$1,500. | | | | | | | | | |
| Grand Total: | 23,922.93 | 18,844.73 | 90,814.45 | 3,700.00 | 1,935.00 | 3,500.00 | -5% | 0.00 | 0.00 |

2021 PROPOSED DIRECT ASSISTANCE
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 | | | | |
| General Fund | | | | | | | | | | |
| Direct Assistance | | | | | | | | | | |
| 1 01-4442-0-002-1 | General Welfare Assistance | 15,430.83 | 8,876.62 | 5,472.35 | 15,500.00 | 7,940.66 | 15,500.00 | | | |
| Grand Total: | | 15,430.83 | 8,876.62 | 5,472.35 | 15,500.00 | 7,940.66 | 15,500.00 | 0% | 0.00 | 0.00 |

2021 PROPOSED FINANCIAL ADMINISTRATION

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 | | | | |
| General Fund | | | | | | | | | |
| Financial Administration | | | | | | | | | |
| 1 01-4150-3-310-1 Audit | 11,500.00 | 11,950.00 | 12,000.00 | 13,000.00 | 9,732.50 | 13,500.00 | 4% | | |
| Financial Administration Total | 11,500.00 | 11,950.00 | 12,000.00 | 13,000.00 | 9,732.50 | 13,500.00 | 4% | 0.00 | 0.00 |
| Grand Total: | 11,500.00 | 11,950.00 | 12,000.00 | 13,000.00 | 9,732.50 | 13,500.00 | 4% | 0.00 | 0.00 |

Run: 11/25/20
2:45PM

2021 PROPOSED PERSONNEL ADMINISTRATION TOWN OF AUBURN

Page: 1
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ReportBudgetSF

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--|---------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|------------|-------------|-------------|
| | | Expended | Expended | Expended | Budgeted | Expended YTD | Dept/Comm | % Chg | BOS | Budget Comm |
| | | 2017 | 2018 | 2019 | 2020 | 2020 | Request | 20/21 | Approved | Approved |
| | | | | | | | 2021 | | 2021 | 2021 |
| | | As of December | As of December | As of December | As of December | As of November | | | | |
| General Fund | | | | | | | | | | |
| Personnel Administration | | | | | | | | | | |
| 1 01-4155-2-290-0 | Longevity Pay | 9,600.00 | 9,850.00 | 9,300.00 | 9,600.00 | 0.00 | 11,350.00 | 18% | | |
| Narrative for Column # 6 | | | | | | | | | | |
| 5-9 Years of Service 11 @ \$140 = \$1,650 | | | | | | | | | | |
| 10-14 Years of Service 4 @ 300 = \$1,200 | | | | | | | | | | |
| 15-19 Years of Service 6 @ \$450 = \$2,700 | | | | | | | | | | |
| 20-24 Years of Service 3 @ \$600 = \$1,800 | | | | | | | | | | |
| 25+ Years of Service 4 @ \$1,000 = \$4,000 | | | | | | | | | | |
| Grand Total: | | 9,600.00 | 9,850.00 | 9,300.00 | 9,600.00 | 0.00 | 11,350.00 | 18% | 0.00 | 0.00 |

2021 PROPOSED PERSONNEL ADMINISTRATION

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 | | | | |
| General Fund | | | | | | | | | | |
| Personnel Administration | | | | | | | | | | |
| 1 | 01-4155-2-210-1 | Health Insurance (All Departments) | 275,745.55 | 278,592.82 | 275,103.15 | 342,688.00 | 301,432.15 | 356,967.00 | 4% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | 7% Increase in cost for six months. | | | | | | | | | |
| 2 | 01-4155-2-211-1 | Dental Insurance (All Departments) | 15,718.61 | 15,914.27 | 17,119.23 | 18,543.00 | 16,747.80 | 15,992.00 | -14% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | Cost remain the same, change in membership. | | | | | | | | | |
| 3 | 01-4155-2-213-1 | Disability Insurance (All Departments) | 6,831.99 | 7,348.06 | 6,692.68 | 8,221.00 | 6,855.70 | 8,679.00 | 6% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | Increase in cost for six months. | | | | | | | | | |
| 4 | 01-4155-2-214-1 | Life Insurance (All Departments) | 3,275.87 | 2,329.34 | 3,323.32 | 2,686.00 | 2,368.00 | 2,394.00 | -11% | |
| | Narrative for Column # 6 | | | | | | | | | |
| | Decrease in costs for six months. | | | | | | | | | |
| Grand Total: | | 301,572.02 | 304,184.49 | 302,238.38 | 372,138.00 | 327,403.65 | 384,032.00 | 3% | 0.00 | 0.00 |

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: November 25, 2020

Re: Update of Street Lights Conversion to LED Units

Following an inquiry from Selectman Bedard, we reached out to Andrew Tiebout of Affinity LED Lighting to determine the status of Auburn's streetlight conversion project. Andrew is Auburn's new point of contact for this project.

Auburn's project is ready for installation. Our lights are ready to be packaged for delivery to Auburn early next week (a total of 28 totes with three light units per tote). Affinity has a crew finishing up work in a nearby community, and could then move into Auburn for what is expected to be a two or three day installation project.

We are arranging for a Town property to be the delivery and host site of the product and a dumpster that Affinity will use while in Auburn. We are looking at either of the two Fire Stations or the possible use of the Highway Garage for this purpose.

Attached for the Board's information is a breakdown of the type of light units identified for the Auburn project from the field inspection phase of the project.

Ideally, by mid-December, the conversion project will be completed.

Thank you for your consideration.

From: Andrew Tiebout <andrew@affinityled.com>
Date: November 25, 2020 at 11:46:19 AM EST
To: Bill Herman <townadmin@townofauburnnh.com>
Subject: Auburn, NH Streetlight Conversion

Bill,

I reviewed JB's notes – the quantity of 83 included the light we discussed on the phone. So without adding that light, the total for install comes to 82. Please see the below table for the breakdown of costs. Once you approve, I will send the signal to have this packed and delivered.

| Fixture | Install | Safety Stock | Total Qty | PPU | Total Price |
|---------------------|---------|--------------|-----------|----------|-------------|
| S900D-18W-30K-T2-GR | 72 | 2 | 74 | \$157.00 | \$11,618.00 |
| S901D-50W-30K-T2-GR | 11 | 1 | 12 | \$207.00 | \$2,484.00 |
| Installation | 82 | 0 | 82 | \$140.34 | \$11,507.88 |

\$25,609.88