



Town of Auburn Board of Selectmen

Meeting Agenda
April 10, 2023
Town Hall 7:00 PM

I. Call to Order – Pledge of Allegiance

II. Public Comments

III. Appointments with the Board

- A. Jesse Edwards
- B. Chief Michael Williams

IV. Manifests

V. Consent Agenda

VI. New Business

- A. Safety Complex Plymovent repair
- B. LEOP Grant
- C. BI/CEO Mutual Aid Agreement
- D. Q1 Budget report

VII. Old Business

- A. Fire Dept Renovations
- B. Committee Appointments
- C. BOS Rules of Procedure
- D. Road Agent Planning

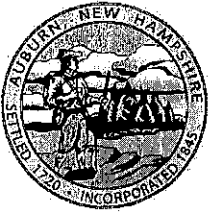
VIII. Committee Reports

IX. Minutes

- A. March 27, 2023

X. Adjourn

Agenda items are subject to change. Any person with a disability who wishes to attend and needs to be provided with reasonable accommodations in order to participate is asked to contact the town office at 603.483.5052 so that arrangements can be made.



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Board of Selectmen
Date: 31 Mar 23
Re: Request to place bench on Town property

Resident Jesse Edwards has requested permission to place a bench near the Cohas Brook on town-owned property off Nutt Rd. He appeared at your December 19, 2022 meeting to introduce the idea, and will be back on Monday. The property is subject to a conservation easement which generally precludes development on the parcel.

Mr. Edwards also discussed the idea with the Conservation Commission. The attached Commission minutes indicate that they were not willing to grant permission, instead looking to the 'landowner' to do so.

The easement deed is also attached. If you are inclined to permit the installation of the bench, I believe you could read into the purposes and limitations in pages 1-3 that it would be appropriate to provide 'scenic enjoyment' of the area. Some consideration for distance from the brook and soil disturbance should be given.

Please let me know if you need further information.

Excerpt from BOS Minutes 12/19/22

C. Representative Jess Edwards

i. Request for Memorial Bench – *Tabled*

Mr. Edwards provided a handout to the Board with pictures and location requesting to place a memorial bench in honor of his late wife who passed away in February. Mr. Edwards would be responsible for the cost of the trex bench up to \$600.

Mr. Rolfe expressed concerns about vandalism but noted the Board would table consideration to the next meeting.

Mr. Edwards noted the vendor was willing to lock in last year's rates if he reached an agreement soon.

Excerpt from Conservation Commission Minutes 1/10/23

Jesse Edwards

33 Rattlesnake Hill Road, Tax Map 5, Lot 10-6

Zoned Residential Two

Discuss Wetland Buffer for Pool

Mr. Edwards indicated that he had presented the Board of Selectmen with documentation. Mr. Edwards believed it was a low impact request and what he would like to do is place a bench in memory of his wife by the pond located off of Nutt Road. Mr. Edwards showed the Board members what type of bench he would like to place at that location and explained that the bench would be built by someone who lives in Auburn. Mr. Edwards also pointed out that the water could go right through the slats of the bench. Mr. Edwards showed the Board members a photo of the pond and wanted to know how far from the wetland would he need to be. Mr. Porter stated that it was a Level One wetland and that he would need to remain 125-feet from the wetland. Mr. Porter also pointed out that there was a Conservation Easement on this property. A brief discussion ensued with regard to the area. Mr. Edwards commented that he has seen these benches by Lake Massabesic and thought maybe there was a 15-foot buffer and did not think the bench would be a problem. Mr. Porter did not think the Board could give him permission and thought it would be the landowner.

In conclusion, Mr. Edwards believed he would have to rework this idea and thanked the Board for their time.

TA

From: TA
Sent: Wednesday, December 21, 2022 3:15 PM
To: JEFFREY PORTER
Subject: RE: Easement inquiry

Thanks Jeff,
I'll suggest that Jess ask to be on that agenda.
Chris

From: JEFFREY PORTER <jandkporter@comcast.net>
Sent: Wednesday, December 21, 2022 12:37 PM
To: TA <townadmin@townofauburnnh.com>
Subject: Re: Easement inquiry

Chris - this is a conservation easement. Cohas brook is a level 1 wetland and as such, there can not be any alteration into the buffer area and that would be 125' from the water edge under our current ordinances. There also can not be any clearing of vegetation.

If this proposal can meet those requirements, we can certainly talk with the requester at our January meeting and see if something can be worked out.

~Jeff

On 12/20/2022 1:05 PM TA <townadmin@townofauburnnh.com> wrote:

Hi Jeff,

A resident has asked the Board of Selectmen for permission to place a memorial bench on town-owned property off Nutt Rd. The parcel has a conservation easement, which is attached along with the request. I don't read that easement to prohibit a bench (see 2 C.), if the Selectmen were so inclined, but would appreciate your opinion (or that of the Commission.) At your convenience --

Thanks,

Chris Sterndale

Town Administrator

Town of Auburn, NH

Bill

Mail To: **MAIL TO**

Rockingham County

~~Conservation District~~

~~110 North Road~~

~~Brentwood NH 03833~~

024474

2006 APR 26 AM 10:58

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

THIS IS A TRANSFER TO AN INSTRUMENTALITY OF THE STATE AND IS EXEMPT FROM THE NEW HAMPSHIRE REAL PROPERTY TRANSFER TAX PURSUANT TO RSA 78-B:2, I

CONSERVATION EASEMENT DEED

Town of Auburn, PO Box 309 (47 Chester Road), County of Rockingham, State of New Hampshire (hereinafter referred to as the "Grantor" which word where the context requires includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs, successors, and assigns),

for consideration paid, with warranty covenants, grants in perpetuity to

the **Rockingham County Conservation District**, a subdivision of the State of New Hampshire (RSA 432:12), a "qualified organization" within meaning of Section 170 (b)(1) of Internal Revenue Service Code of 1986, as amended, and a governmental body eligible to hold a "conservation easement" within meaning of NH RSA 477:45-47, with principal offices at and a mailing address of 110 North Road, Brentwood, New Hampshire, (hereinafter referred to as the "Grantee" which shall, unless the context clearly indicates otherwise, include the Grantee's successors and assigns),

the Conservation Easement (herein referred to as the "Easement") hereinafter described with respect to that four certain parcels of land (herein referred to as the "Property") being undeveloped land, two parcels situated on the north side of Nutt Road as shown on a plan entitled "A Survey and Plat of Tax Map 2 Lots 6 & &-3" prepared for the Town of Auburn, and two parcels on the northwest side of Steam Mill Road as shown on a plan entitled "A Survey and Plat of Tax Map 2 Lots 3-4 & 10 prepared for the Town of Auburn in the Town of Auburn, County of Rockingham, State of New Hampshire, more particularly bounded and described in Appendix "A" attached hereto and made a part thereof.

1. PURPOSES

The Easement hereby granted is pursuant to NH RSA 477:45-47, exclusively for the following conservation purposes:

A. The preservation and conservation of open spaces, particularly the conservation of the

68.79± acres of productive farm and/or forest land of which the land area subject to the Easement granted hereby consists, and of the wildlife habitat on the property, the protection of the undeveloped water frontage along the Cohas Brook, and the scenic enjoyment of the general public.

- B. These purposes are consistent with the clearly delineated open space conservation goals and/or objectives as stated in the Master Plan of the Town of Auburn, which states in its "Open Space Protection": Open space can be defined as any environmentally sensitive land or water area that has ecological, recreational, or aesthetic value.
- C. With New Hampshire RSA Chapter 79-A:1 which states in pertinent part: "It is hereby declared to be in the public interest to encourage the preservation of open space, thus providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, maintaining the character of the state's landscape, and conserving the land, water, forest, agricultural and wildlife resources."
- D. The preservation of the land subject to the Easement granted hereby for outdoor recreation by and/or the education of the general public, through the auspices of the Grantor and Grantee.

All of these purposes are consistent and in accordance with the US Internal Revenue Code, Section 170(h).

The Easement hereby granted with respect to the property is as follows:

2. USE LIMITATIONS (Subject to reserved rights specified in Section 3 below)

- A. The Property shall be maintained in perpetuity as open space without there being conducted thereon any industrial or commercial activities, except agriculture and forestry, and provided that the productive capacity of the Property to produce forest and/or agricultural crops shall not be degraded by onsite activities.
 - i. For the purposes hereof, "agriculture" and "forestry" shall include animal husbandry, floricultural, and horticultural activities; the production of plant and animal products for domestic or commercial purposes; the growing stocking, cutting and sale of Christmas trees or forest trees of any size capable of producing timber or other forest products; and the processing and sale of products produced on the Property (such as pick-your-own fruits and vegetables and maple syrup).
 - ii. Agriculture and forestry on the Property shall be performed, to the extent reasonably practicable, in accordance with a coordinated management plan for the sites and soils of the Property. Forestry and agricultural management activities shall be in accordance with the then current scientifically based practices recommended by the University of New Hampshire Cooperative Extension, U. S. D.A. Natural Resources Conservation Service, or other government or private, nonprofit natural resource conservation and management agencies then active.

- B. The Property shall not be subdivided.
- C. No structure or improvement including, but not limited to, a dwelling, any portion of a septic system, telecommunications and/or wireless communication facility, tower, tennis court, swimming pool, or mobile home, shall be constructed, placed, or introduced onto the Property. However, ancillary structures and improvements including but not limited to, an unpaved road, trail, dam, fence, bridge, culvert, or shed may be constructed, placed, or introduced onto the Property only as necessary in the accomplishment of agricultural, forestry, conservation, or non-commercial outdoor recreational uses of the Property and provided that they are not detrimental to scenic and wildlife habitat protection purposes of this Easement.
- D. No removal, filling, or other disturbances of soil surface, nor any changes in topography, surface or subsurface water systems, wetlands, or natural habitat shall be allowed unless such activities:
 - i. are commonly necessary in the accomplishment of agricultural management, conservation, habitat management, forest management, or non-commercial outdoor recreational or educational uses of the Property; and
 - ii. do not harm state or federally recognized rare, threatened, or endangered species, such determination of harm to be based upon information from the NH Natural Heritage Inventory or agency recognized by the State of New Hampshire as having responsibility for identification and/or conservation of such species; and
 - iii. are not detrimental to scenic and wildlife habitat protection purposes of this Easement.
 - iv. prior to commencement of any such act, all necessary federal, state, and local permits and approvals shall be secured.
- E. No outdoor advertising structure such as signs and billboards shall be displayed on the Property except as desirable or necessary in the accomplishment of conservation, forestry, or non-commercial outdoor recreation or education uses of the Property, and provided such signs are not detrimental to the purposes of this Easement. All signs shall comply with local ordinances and no sign shall be artificially illuminated.
- F. There shall be no mining, quarrying, excavation, or removal of rocks, minerals, gravel, sand, topsoil, or other similar materials on the Property, except in connection with any improvements made pursuant to the provisions of Sections 2. A, C, D or E above. No such rock, minerals, gravel, sand, topsoil, or similar materials shall be removed from the Property.
- G. There shall be no dumping, injection, burning, or burial of man-made materials or materials then known to be environmentally hazardous including vehicle bodies or parts.

3. RESERVED RIGHTS

- A. Grantor reserves the right to create ponds for purpose of fire protection or wildlife habitat enhancement in accordance with a plan developed by the USDA Natural Resources Conservation Service or other similar agency then active.
- B. Grantor reserves the right to post sensitive areas against hunting, fishing and/or public access or not to post as Grantor may desire from time to time.
- C. Grantor reserves the right to permit or to forbid the use of motorized recreational vehicles of all kinds, as Grantor may desire from time to time.
- D. Grantor reserves the right to construct, manage, use, and maintain trails as public foot paths and signs associated with such trails.
- E. Grantor reserves the right to construct a crossing of Cohas Brook for pedestrian use so long as such activity is not detrimental to the purposes of this Easement and in a manner that will not diminish the wetland values.
- F. Grantor reserves the right to construct an unpaved parking area on the Property near the intersection of Nutt Road and Steam Mill Road.
- G. Grantor reserves the right to make such road improvements as may be reasonably required in connection with the reclassification and upgrading of Steam Mill Road, including, but not limited to, road widening, the construction of shoulders, culverts for drainage, and such other improvements as may be reasonable⁰¹ necessary for construction, maintenance, and repair of the road.
- H. Grantor reserves the right to allow overnight camping by permit only. Permits shall be issued by the Conservation Commission.
- I. With respect to those rights reserved under 3.A, 3. D, 3. E, 3.F, and 3. G above, the Grantor must notify Grantee in writing thirty (30) days before any exercise of the aforesaid reserved rights, and consult with the Grantee after such notification.

4. NOTIFICATION OF TRANSFER, TAXES, AND MAINTENANCE

- A. Grantor agrees to notify Grantee in writing twenty-one (21) days before transfer of title to the Property.
- B. Grantee shall be under no obligation to maintain the Property or pay any taxes or assessments thereon.

5. BENEFITS, BURDENS, AND ACCESS

- A. The burden of the Easement conveyed hereby shall run with the Property and shall be

enforceable against all future owners and tenants in perpetuity; the benefits of this Easement shall not be appurtenant to any particular parcel of land but shall be in gross and assignable or transferable only to the State of New Hampshire, the United States Government, or any subdivision of either of them, consistent with Section 170(c)(1) of the US Internal Revenue Code of 1986, as amended, or to any qualified organization within meaning of Section 170(h)(3) of said code, which organization has among its purposes the conservation and preservation of land and water areas and agrees to and is capable of enforcing the conservation purposes of this Easement. Any such assignee or transferee shall have like power of assignment or transfer.

- B. The Grantee shall have reasonable access to the Property and all of its parts for such inspection as is necessary to determine compliance with and to enforce this Easement and exercise the rights conveyed hereby, fulfill the responsibilities, and carry out the duties assumed by the acceptance of this Easement.
- C. The Grantee shall have the right to install and maintain signs that identify and further the conservation or preservation purposes of the Property, or for identification of conservation partners, provided the purposes of this easement are not impaired.

6. BREACH OF EASEMENT

- A. When a breach of this Easement, or conduct by anyone inconsistent with this Easement, comes to the attention of the Grantee, it shall notify the Grantor in writing of such breach of conduct, delivered in hand or by certified mail, return receipt requested.
- B. The Grantor shall, within 30 days after receipt of such notice or after otherwise learning of such breach or conduct, undertake those actions, including restoration, which are reasonably calculated to cure swiftly said breach, or to terminate said conduct, and to repair any damage. The Grantor shall promptly notify the Grantee of its actions taken under this section.
- C. If the Grantor fails to take such proper action under this preceding paragraph, the Grantee shall, as appropriate to the purposes of this deed, undertake any actions that are reasonably necessary to cure such breach or to repair any damage in the Grantor's name or to terminate such conduct. The cost thereof, including the Grantee's expenses, court costs, and legal fees, shall be paid by the Grantor, provided that the Grantor is directly or primarily responsible for the breach.
- D. If the Grantee, in its sole discretion, determines that circumstances require immediate action to prevent or mitigate damage to the Property, or to prevent action or potential action which is determined to be inconsistent with the stated purposes of this easement, the Grantee may pursue any of its remedies under this Section 6, without prior notice to the Grantor or without waiting for the period provided for cure to expire.
- E. Nothing contained in this Easement shall be construed to entitle the Grantee to bring any action against the Grantor for any injury to or change in the Property resulting from

causes beyond the Grantor's control, including, but not limited to, unauthorized actions by third parties, natural disasters such as fire, flood, storm, and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes.

- F. The Grantee and the Grantor reserve the right, separately or collectively, to pursue all legal remedies against any third party responsible for any actions detrimental to the conservation purposes of this Easement.
- G. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by the Grantor shall impair Grantee's rights or remedies or be construed as a waiver.

7. NOTICES

All notices, requests, and other communications, required or permitted to be given under this Easement shall be in writing, except as otherwise proved herein, and shall be delivered in hand or sent by certified mail, return receipt requested to the appropriate address set forth above or at such other address as the Grantor or the Grantee may hereafter designate by notice given in accordance herewith. Notice shall be deemed to have been given when so delivered or so mailed.

8. SEVERABILITY

If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid by a court of competent jurisdiction, by confirmation of an arbitration award or otherwise, the remainder of the provisions of this Easement or the application of such provision to persons or circumstances other than those to which it is found to be invalid, as the case may be, shall not be affected thereby.

9. CONDEMNATION

- A. Whenever all or part of the Property is taken in exercise of eminent domain by public, corporate, or other authority so as to abrogate in whole or in part the Easement conveyed hereby, the Grantor and the Grantee shall thereupon act jointly to recover the full damages resulting from such taking with all incidental or direct damages and expenses incurred by them thereby to be paid out of the damages recovered.
- B. The balance of the land damages recovered (including, for purposes of this subsection, proceeds from any lawful sale, in lieu of condemnation, of the Property unencumbered by the restrictions hereunder) shall be divided between the Grantor and the Grantee in proportion to the fair market value of their respective interests in that part of the Property condemned on the date of execution of this Easement. For this purpose, the Grantee's interest shall be the amount by which the fair market value of the Property immediately prior to the execution of this Easement is reduced by the use limitations imposed hereby. The values of the Grantor and Grantee interest shall be determined by an appraisal prepared by a qualified appraiser at the time of condemnation.

- C. The Grantee shall use its share of the proceeds in a manner consistent with and in furtherance of one or more of the conservation purposes set forth herein.

10. ADDITIONAL EASEMENT

Should the Grantor determine that the expressed purposes of this Easement could better be effectuated by the conveyance of an additional easement, the Grantor may execute an additional instrument to the effect, provided that the conservation purposes of this Easement are not diminished thereby and that a public agency or qualified organization described in Section 5. A., above, accepts and records the additional easement.

11. ALTERNATE DISPUTE RESOLUTION

- A. The Grantor and the Grantee desire that issues arising from time to time concerning prospective uses or activities in light of the conservation purposes of the Easement will first be addressed through candid and open communication between the parties rather than unnecessarily formal or adversarial action. Therefore the Grantor and the Grantee agree that if a party becomes concerned about the consistency of any proposed use or activity with the purpose(s) of this Easement, wherever reasonably possible, the concerned party shall notify the other party of the perceived or potential problem, and explore the possibility of reaching an agreeable resolution.
- B. If informal dialogue does not resolve the issue, and the Grantor agrees not to proceed with the proposed use or activity pending resolution of the on-going dispute, either party may refer the dispute to mediation by request made in writing to the other. Within ten (10) days of the receipt of such a request, the parties shall agree on a single impartial mediator who shall be an attorney licensed to practice law in New Hampshire or an experienced land use or land conservation professional, both of which must have experience with conservation easements and training in mediation. Mediation shall be conducted in Exeter, New Hampshire. Each party shall pay its own attorneys' fees and the costs of mediation shall be split equally between the parties.
- C. If the dispute has not been resolved by mediation within sixty (60) days after delivery of the mediation request, or the parties are unable to agree on a mediator within thirty (30) days after delivery of the mediation request, then, either party may refer the dispute to binding arbitration by request made in writing and in accordance with New Hampshire RSA 542. Within thirty (30) days of the receipt of such a request, the parties shall select a single impartial arbitrator to hear the matter. The arbitrator shall be an attorney licensed to practice law in New Hampshire with experience in conservation easements and applicable training and experience as an arbitrator. Judgment upon the award rendered by the arbitrator may be enforced in any court of competent jurisdiction. The arbitrator shall be bound by and follow the United States Internal Revenue Code. The arbitration shall be conducted in Exeter, New Hampshire.
- D. If the parties do not agree to resolve the dispute by arbitration, or if the parties are unable

to agree on the selection of an arbitrator, then either party may bring an action at law or in equity in any court of competent jurisdiction to enforce the terms of this Easement, to enjoin the violation by permanent injunction, and to require the restoration of the Property to its condition prior to the breach and for such damages as appropriate.

- E. Notwithstanding the availability of mediation and arbitration to address disputes concerning the consistency of any proposed use or activity with the purposes of this Easement, if the Grantee believes that some action or inaction of the Grantor or a third party is causing irreparable harm or damage to the Property, the Grantee may seek a temporary restraining order, preliminary injunction or other form of equitable relief from any New Hampshire court of competent jurisdiction to cause the cessation of any such damage or harm pending resolution of any dispute in accordance with this Section 11.

12. MERGER

The Grantor and Grantee explicitly agree that it is their express intent, forming a part of the consideration hereunder, that the provisions of the Easement set forth herein are to last in perpetuity, and that to that end no purchase or transfer of the underlying fee interest in the Property by or to the Grantee or any successor or assignee shall be deemed to eliminate the Easement, or any portion thereof, granted hereunder under the doctrine of "merger" or any other legal doctrine.

The Grantee, by accepting and recording this Easement, agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein granted to and incumbent upon the Grantee, all in the furtherance of the conservation purposes for which this Easement is delivered.

IN WITNESS WHEREOF, Grantor has hereunto set their hands this 6th day of MARCH, 2007. ²⁰⁰⁶ (KT)

Harland Eaton
Harland Eaton, Chairman
Board of Selectmen

Bruce Knox
Bruce Knox
Board of Selectmen

David Anderson
David Anderson
Board of Selectmen

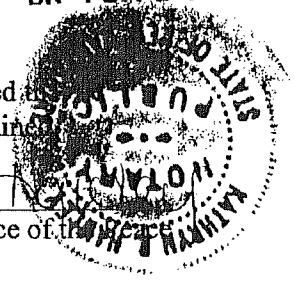
STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this 6th day of MARCH, 2007, ²⁰⁰⁶ (KT) before me personally appeared Harland Eaton known to me, or satisfactorily proven, to be the person

BK 4646 PG 1602

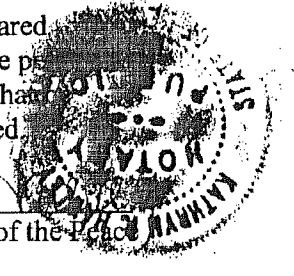
whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Kathryn Taylor
Notary Public/Justice of the Peace



On this 6th day of MARCH, 2007, before me personally appeared Bruce Knox, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Kathryn Taylor
Notary Public/Justice of the Peace



On this 6th day of MARCH, 2007, before me personally appeared David Anderson, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Kathryn Taylor
Notary Public/Justice of the Peace



ACCEPTED: ROCKINGHAM COUNTY CONSERVATION DISTRICT

By: Cynthia W. Smith
Cynthia W. Smith
Title: Chairman
Duly Authorized
Date: 4.26.06

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this 26th day of April, 2006 before me personally appeared Cynthia W. Smith, of Rockingham County Conservation District, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that she executed the same as her free act and deed for the purposes therein contained.

Patricia Ferrell
Notary Public/Justice of the Peace

PATRICIA A. FERRELL
Notary Public / Justice of the Peace
My Commission Expires February 8, 2009



APPENDIX A

DESCRIPTION OF CONSERVATION EASEMENTS

Four certain tracts or parcels of land, located in Auburn, New Hampshire, being more particularly bounded and described as follows:

TRACT I: Tax Map No. 2, Tax Lot No. 6

Beginning at an angle point on the northerly sideline of Nutt Road, so-called; thence

Along said Nutt Road in the following courses:

N 81° 49' 50" W, a distance of 34.72 feet to an angle point; thence

N 85° 27' 55" W, a distance of 141.51 feet to an angle point; thence

N 81° 46' 16" W, a distance of 111.73 feet to an angle point; thence

N 67° 24' 07" W, a distance of 55.01 feet to an angle point; thence

N 63° 24' 32" W, a distance of 156.64 feet to an angle point; thence

N 56° 24' 01" W, a distance of 156.17 feet to an angle point; thence

N 52° 50' 06" W, a distance of 393.34 feet to an angle point; thence

N 52° 36' 26" W, a distance of 108.71 feet to an angle point; thence

N 53° 19' 41" W, a distance of 561.39 feet to an angle point; thence

N 54° 01' 19" W, a distance of 12.51 feet to an angle point; thence

Turning N 38° 06' 16" E, a distance of 106.06 feet to a tree with ingrown wire; thence

N 43° 55' 45" E, a distance of 72.73 feet to a tree with ingrown wire; thence

N 66° 39' 51" E, a distance of 70.55 feet to a tree with ingrown wire; thence

S 73° 41' 17" E, a distance of 33.58 feet to a found iron pipe; thence

N 04° 35' 14" W, a distance of 22.54 feet to a found granite bound; thence

N 03° 03' 56" W, a distance of 167.21 feet to a steel reinforcing rod; thence

N 58° 53' 30" E, a distance of 359.44 feet to a found granite bound; thence

S 68° 52' 04" E, a distance of 383.36 feet to a found granite bound; thence

N 29° 25' 57" E, a distance of 302.60 feet to a found granite bound; thence
Along the cul-de-sac of Cohas Drive, so-called, to the right having a radius of 75.00 feet and a
length of 174.96 feet to a found granite bound; thence

N 31° 06' 30" W, a distance of 25.04 feet to a found granite bound; thence

N 71° 32' 56" E, a distance of 593.36 feet to a found drill hole in rock; thence

S 42° 14' 03" E, a distance of 721.06 feet to a tree with ingrown wire; thence

S 31° 31' 39" E, a distance of 188.10 feet to a found iron pipe; thence

S 34° 57' 49" W, a distance of 603.90 feet to a steel reinforcing rod; thence

S 32° 55' 47" W, a distance of 766.04 feet to the point of beginning. According to a Plan of land
entitled "A Survey and Plat of Tax Map 2 Lots 6 and 7-3 prepared for the Town of Auburn
situated in the Town of Auburn, NH" prepared by Blaisdell Survey, LLC dated 11/29/03.

TRACT II: Tax Map No. 2, Tax Lot No. 7-3

Beginning at an angle point on the westerly sideline of Nutt Road, so-called; thence

S 71° 18' 16" W, a distance of 79.60 feet to an angle point; thence

S 56° 10' 20" W, a distance of 129.65 feet to an angle point; thence

S 49° 01' 56" W, a distance of 106.22 feet to an angle point; thence

S 31° 55' 38" W, a distance of 113.07 feet to an angle point; thence

S 83° 34' 12" W, a distance of 44.89 feet to an angle point; thence

N 79° 15' 56" W, a distance of 112.88 feet to an angle point; thence

N 76° 02' 30" W, a distance of 149.97 feet to an angle point; thence

N 81° 49' 50" W, a distance of 107.50 feet to an angle point; thence

Turning N 32° 55' 47" E, a distance of 766.04 feet to a steel reinforcing rod; thence

S 22° 09' 20" E, a distance of 189.80 feet to a set iron pin; thence

S 39° 36' 24" E, a distance of 348.17 feet to a found iron pin; thence

S 18° 41' 44" E, a distance of 9.52 feet to the point of beginning. According to a Plan of land

entitled "A Survey and Plat of Tax Map 2 Lots 6 & 7-3 prepared for the Town of Auburn situated in the Town of Auburn, NH" prepared by Blaisdell Survey, LLC dated 11/29/03.

TRACT III: Tax Map No. 2, Tax Lot No. 3-4

Beginning at a steel reinforcing road on the westerly sideline of Steam Mill Road, so-called; thence

N 39° 16' 41" W, a distance of 209.22 feet to an angle point; thence continuing

N 39° 16' 41" W, a distance of 528.65 feet to a found iron pipe with stones; thence

N 29° 21' 25" E, a distance of 596.53' to a found iron pipe; thence

S36° 56' 59" E, a distance of 857.32 feet to a found iron pipe at the westerly sideline of Steam Mill Road; thence

Along said Steam Mill Road S 29° 09' 33" W, a distance of 197.77 feet to an angle point; thence

S 34° 22' 43" W, a distance of 101.00 feet to an angle point; thence

S 51° 58' 36" W, a distance of 162.30 feet to an angle point; thence

S 48° 53' 04" W, a distance of 70.09 feet to an angle point; thence

S 63° 20' 39" W, a distance of 4.80 feet to the point of beginning. According to a Plan of land entitled "A Survey and Plat of Tax Map 2 Lots 3-4 & 10 prepared for the Town of Auburn situated in the Town of Auburn, NH" prepared by Blaisdell Survey, LLC dated 11/29/03.

TRACT IV: Tax Map No. 2, Tax Lot No. 10

Beginning at a steel reinforcing road on the westerly sideline of Steam Mill Road, so-called; thence

N 39° 16' 41" W, a distance of 209.22 feet to an angle point; thence

S 63° 46' 25" W, a distance of 189.14 feet to an angle point; thence

S 35° 24' 34" E, a distance of 208.00 feet to an angle point on the westerly sideline of Steam Mill Road; thence

N 63° 20' 39" E, a distance of 203.20 feet to the point of beginning. According to a Plan of land entitled "A Survey and Plat of Tax Map 2 Lots 3-4 & 10 prepared for the Town of Auburn situated in the Town of Auburn, NH" prepared by Blaisdell Survey, LLC dated 11/29/03.

MAP 2 LOS 4

December 19, 2022

Auburn Board of Selectmen

Subject: Proposed Memorial Bench on Town Property Near Cohas Brook

I would like to add a permanent bench as a memorial to my wife Naomi who died in February 2022.

It would be supplied by Dan Sowa using Trex material consistent with other benches with backs installed elsewhere in Auburn. I'd have him affix a plate produced by Harris Trophy. I'll pay 100% of the costs and if appropriate, gift it so that the bench becomes the property of Auburn.

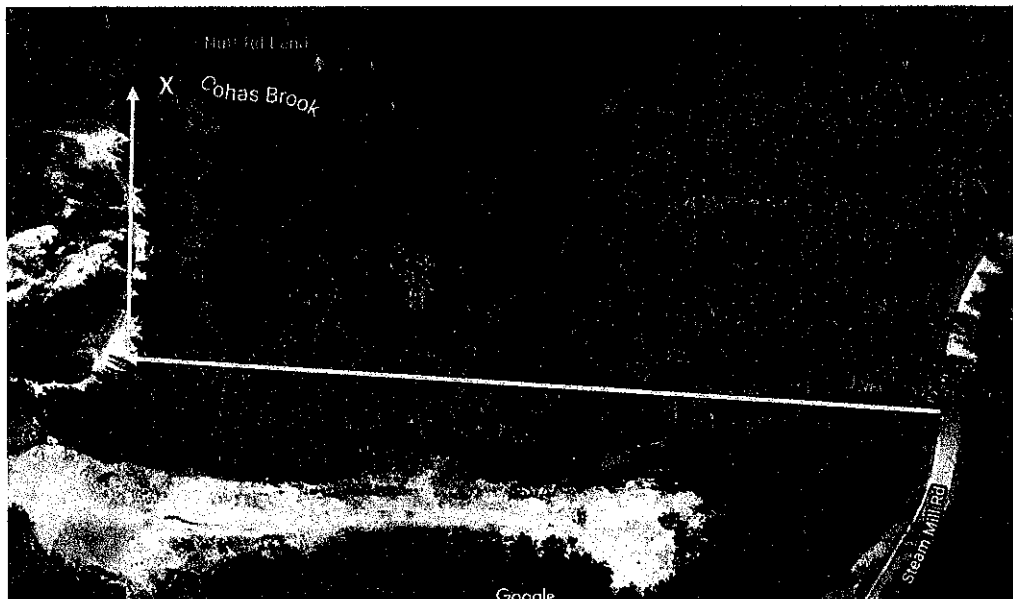
The estimated cost is less than \$600. Mr. Sowa has committed to giving me "last year's rates" if I can get him a decision "soon".

The bench would be placed near the "X" on the satellite map off of Saw Mill Road. The plaque would read something appropriate such as "In memorial to Naomi Comstock Miller Edwards, June 25, 1957-February 10, 2022"

It's a beautiful spot that looks out across the pond established by beaver damming Cohas Brook. The pond does not seem to have a permanent name. If the town considers naming it, I'd like to offer "Naomi's View Pond".

Questions to 603 370 7885 or secure4posterity@yahoo.com

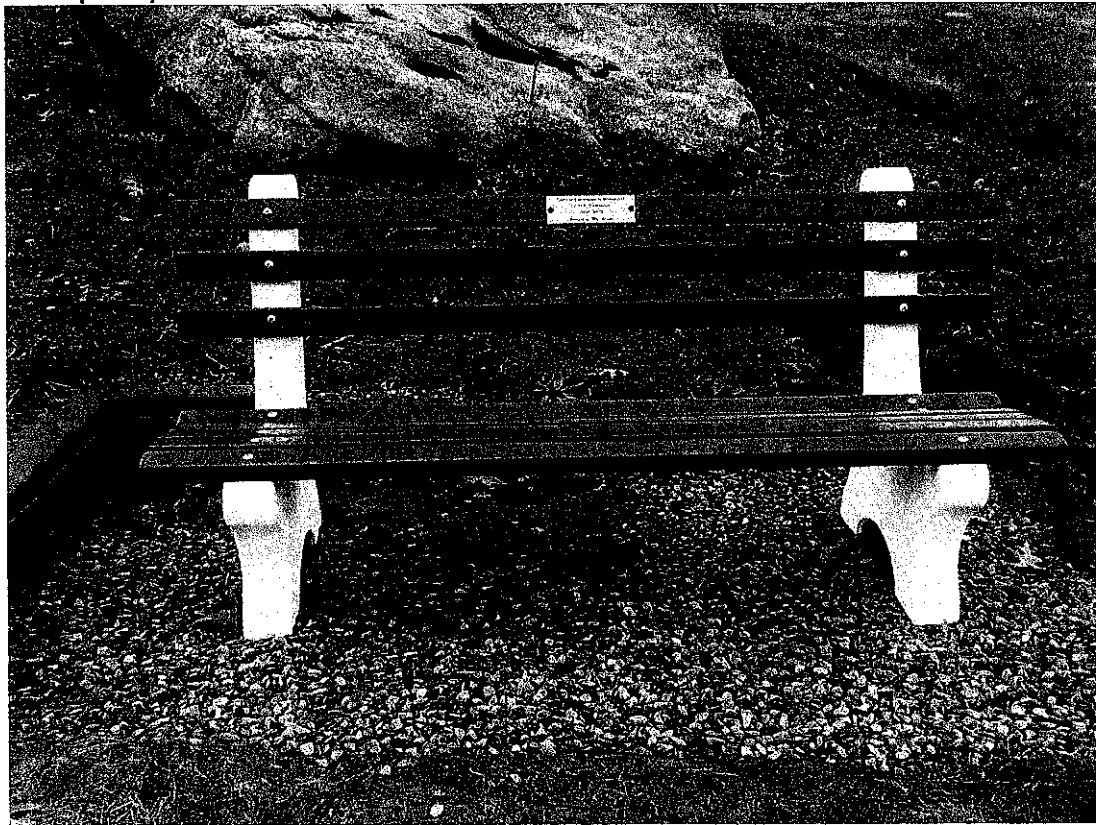
Jesse C. Edwards
33 Rattlesnake Hill Road, Auburn NH 03032



General View



Concept only





1525 HANOVER STREET
HANOVER MA 02339

Invoice

Invoice Number:

42649

Invoice Date

3/10/2023

PHONE: 781-826-9755 FAX: 781-829-0240

Billed To:

Auburn Fire Department
Headquarters Complex
55 Eaton Hill Road
Auburn, NH 03032

Work Performed For:

Auburn Fire Department
Headquarters
55 Eaton Hill Road
Auburn, NH 03032

P.O. Number	Payment Terms	Due Date	Service Rep	Ship Date	Work Done	Project
	Net 30 Days	4/9/2023	CR	3/10/2023	3-7-23	
Quantity	Description			Unit Price	Extension	
1	New Motor: 7 1/2 HP 208 volt 1 phase 213T Labor			2,300.00 500.00	2,300.00 500.00	
	Reference Work Order		24830			
					Sales Tax (0.0%)	\$0.00
Please reference invoice number on all correspondence					Total Invoice Amount	\$2,800.00
Check No:					Payments/Credits	\$0.00
Finance charges at 1 1/2% monthly (18% annual rate) will be added to all overdue accounts					Balance Due	\$2,800.00



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Select Board
Date: 7 Apr 23
Re: LEOP Update Grant

Board Members:

The Town's [Local Emergency Operations Plan](#) was last updated in 2014. Chief Williams has requested a grant to cover the cost of updating this document, which is a similar arrangement to the Hazard Mitigation Plan update that is also underway. The state covers half the cost, and contracting requires your approval.

Proposed Motion:

"The Board of Selectmen hereby accepts the terms of the Local Emergency Performance Grant as presented in the amount of \$9,000. Furthermore, the Board acknowledges that the total cost of this project will be \$9,000, in which the Town will be responsible for a 50% match (\$4,500). Emergency Management Director Michael Williams is authorized to sign all documents related to this grant."

Chief Williams will be at your Monday meeting if you have any questions.



State of New Hampshire

DEPARTMENT OF SAFETY

Division of Homeland Security and Emergency Management

www.nh.gov/hsem



Robert L. Quinn
Commissioner

Robert M. Buxton
Director

March 07, 2023

Mr. Michael Williams, EMD/Chief
Town of Auburn
55 Eaton Hill Road
Auburn, NH 03032

Dear Chief Williams,

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on October 24, 2022, for the community's Local Emergency Operations Plan (LEOP) update.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

**THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!**

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office/Governor and Council to continue the review process.
- After the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need *meeting minutes showing that your governing body have accepted the terms of the grant*. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. *Please keep this for your records.*

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Field Representative.

Thank you for your interest in the EMPG Program!

Sincerely,

Sheila M. Dupere
EMPG Program Coordinator

Enclosures

cc: (w/o enclosures), Courtney Jordan, Senior Field Representative

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. IDENTIFICATION AND DEFINITIONS

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name Town of Auburn (VC#177355-B001)		1.4. Subrecipient Address PO Box 309, Auburn NH, 03032	
1.5. Subrecipient Tel. # (603) 483-5052	1.6. Account Number AU #80920000	1.7. Completion Date August 31, 2024	1.8. Grant Limitation \$4,500.00
1.9. Grant Officer for State Agency Sheila Dupere, EMPG Program Coordinator		1.10. State Agency Telephone Number (603) 223-3606	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1		1.12. Name & Title of Subrecipient Signor 1	
Subrecipient Signature 2		Name & Title of Subrecipient Signor 2	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. State Agency Signature(s) By: _____ On: / /		1.14. Name & Title of State Agency Signor(s) Steven R. Lavoie, Director of Administration	
1.15. Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: / /			
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

Subrecipient Initials: 1.) [redacted] 2.) [redacted] 3.) [redacted] Date: [redacted]

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 (“Effective Date”).

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no

event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State’s representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer’s decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (“Event of Default”):

8.1.1 Failure to perform the Services satisfactorily or on schedule;

8.1.2 Failure to submit any report required hereunder; and/or

Subrecipient Initials: 1.) [redacted] 2.) [redacted]

3.) [redacted] Date: [redacted]

8.1.3 Failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 Give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 Give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 Give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 Give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State’s discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (“Termination Report”) describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State’s discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports,

files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR’S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers’ compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. “Change of Control” means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

Subrecipient Initials: 1.) [redacted] 2.) [redacted] 3.) [redacted] Date: [redacted]

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 Commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 Special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A (*Workers' Compensation*).

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed

by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Subrecipient Initials: 1.) [redacted] 2.) [redacted] 3.) [redacted] Date: [redacted]

EXHIBIT A

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to “the Subrecipient” must be returned to “the State” if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to “the Subrecipient” must be expended within thirty (30) days of receiving the advanced funds.
4. “The Subrecipient” agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period “the Subrecipient” will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to “the State”.

Additionally, “the Subrecipient” has or will notify their auditor of the above requirements prior to performance of the audit. “The Subrecipient” will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. “The Subrecipient” will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. “The Subrecipient” will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) [redacted] 2.) [redacted] 3.) [redacted] Date: [redacted]

EXHIBIT B

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as “the State”) is awarding the Town of Auburn (hereinafter referred to as “the Subrecipient”) \$4,500.00 to update the community’s Local Emergency Operations Plan (LEOP).
2. “The Subrecipient” agrees that the project grant period ends August 31, 2024 and that a final performance and expenditure report will be sent to “the State” by September 29, 2024.
3. “The Subrecipient” agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. “The Subrecipient” shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, “the Grantee” shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.) 2.) 3.) Date:

EXHIBIT C

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Applicant	Grant	
	Share	(Federal Funds)	Cost Totals
Project Cost	\$4,500.00	\$4,500.00	\$9,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMB-2021-EP-00004			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Unique Entity ID (UEI): JLJ6GCJ6NQL3			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$4,500.00.
- b. "The Subrecipient" shall submit invoices to "the State" with supporting documentation, i.e., copies of purchase orders, vendor invoices, and/or cancelled checks. Upon review and approval of the invoices and supporting match documentation, "the State" will forward the funds to "the Subrecipient". "The Subrecipient" shall expend the grant funds within thirty (30) days and provide proof of this to "the State" within forty-five (45) days.
- c. "The State" shall reimburse up to \$4,500.00 to "the Subrecipient" upon "the State" receiving a reimbursement request with match documentation and appropriate backup documentation (i.e., copies of invoices, copies of canceled checks, and/or copies of accounting statements).
- d. Upon State Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, October 1, 2020, to the identified completion date (block 1.7).

Subrecipient Initials: 1.) 2.) 3.) Date:



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Board of Selectmen
Date: 7 Apr 23
Re: Mutual Aid Agreement

Board Members:

The Town has a long-standing mutual aid agreement for Building Inspection and Code Enforcement services with the town of Chester. It was last ratified a couple of years ago, and Carrie asked that it be renewed.

The working relationship between the two has been very effective, mostly for covering vacations. The written agreement has not changed for the last few renewals and was recently accepted by the Chester Selectmen. We ask that you approve the following:

Proposed Motion:

“The Board of Selectmen approves the Mutual Aid and Assistance Agreement for Building Inspection and Code Enforcement Services with the Town of Chester.”

Please let us know of any questions or concerns.

Mutual Aid and Assistance Agreement Between the Towns of Auburn and Chester

This Agreement is entered into by each of the entities that executes and adopts the understandings, commitments, terms and conditions contained herein:

WHEREAS, Chapter 53-A of the New Hampshire Revised Statutes Annotated, permits municipalities to make the most efficient use of their powers by enabling them to co-operate with other municipalities on a basis of mutual cooperation; and

WHEREAS, under Chapter 53-A and other chapters of the New Hampshire Revised Statutes Annotated, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services; and

WHEREAS, the Towns of Auburn and Chester wish to provide mutual aid and assistance to one another in the area of building inspection and code enforcement services at appropriate times.

THEREFORE, pursuant to RSA 53-A:3, I, the Town of Auburn and Chester enter into this Agreement for reciprocal building inspection and code enforcement services, with this Agreement embodying the understandings, commitments, terms and conditions for said aid and assistance, as follows:

As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of the Agreement shall not be construed to impose an unconditional obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the party setting the request.

Pursuant to RSA 53-A, all functions and activities performed under this Agreement are hereby declared to be governmental functions. Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section V of this Agreement.

SECTION I: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY

- A. Unless otherwise provided, the duration of Provider's assistance shall be presumed to be for an initial period of one week. Thereafter, assistance may be extended as the situation warrants for periods agreed upon by the towns for a period not to exceed thirty (30) days.

- B. As noted previously, Provider's personnel, equipment or other resources shall remain subject to recall by the Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notice to Recipient of its intent to terminate portions or all assistance, unless such notice is not practicable, in which case, as much notice as is reasonable under the circumstances shall be provided.

SECTION II: COST DOCUMENTATION

- A. Personnel – Provider shall continue to pay its employees according to its then prevailing rules and regulations. At the conclusion of the period of assistance, the Provider shall document all additional direct and indirect payroll costs plus any taxes and employees benefits which are measured as a function of payroll (i.e.: FICA, unemployment, retirement, etc.), incurred as a result of the assistance.
- B. Vehicle – Provider shall document any expense incurred for the use of either a municipally-provided vehicle or a private vehicle utilized by the Building Inspector. In either event, mileage incurred for the service provided will be documented and reimbursed at the rate allowed by the U.S. Internal Revenue Service.

SECTION III: RIGHTS AND RESPONSIBILITIES OF PROVIDER'S EMPLOYEES

Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities and privileges they would ordinarily possess if performing their duties within the geographical limits of the Provider. Provider's employees shall be supervised and managed by the Town Administrator while working in Auburn or by the Board of Selectmen while working in the Town of Chester. However, the individual employees shall be subject to the personnel rules, policies and procedures of their employing community. Any performance, compensation, benefits or disciplinary issues during the period of the mutual aid assignment shall be addressed to the employing municipality of the individual to be handled by that employing municipality.

SECTION IV: COMPLIANCE WITH R.S.A. 53-A: 3

- A. The duration of this Agreement is two years from the date of execution. It may be renewed by mutual agreement of all parties, under such terms as all parties may agree upon.
- B. There is no separate legal entity, or organization being established. The Towns are interested in formally sharing existing building inspector and code enforcement personnel and other resources, and seek to establish the framework to accomplish that.
- C. The purpose of the Mutual Aid Agreement is to formally allow the Building Inspectors of the Town of Auburn and the Town of Chester to fill in for each other as may be needed within the jurisdictions of Auburn and Chester, to ensure the two communities building inspection and code enforcement functions are covered during times of prolonged illness; vacations; extended leaves, etc.
- D. The financing of the existing building inspection/code enforcement functions are handled individually within the operating budgets of the Towns of Auburn and

Chester. This will not change. The Mutual Aid Agreement provides a framework for reimbursement of expenses for services provided by one community to another.

- E. By written notice from one governing board to another, this Agreement may be terminated with 30 days notice. There will be no jointly owned property, so there will be no property to be disposed of should the agreement be terminated. Upon termination, the only obligation will be for each town to pay for any services provided or expenses incurred prior to the termination date.
- F. The Mutual Aid Agreement shall be administered by the governing boards of Auburn and Chester, or their designees. The agreement specifies that the Auburn Board of Selectmen designates the Town Administrator as the administrator responsible for day-to-day oversight of the Agreement.
- G. There will be no acquiring, holding and disposing of real and personal property jointly by the Town of Auburn and Chester as a result of this Mutual Aid Agreement. Both communities will utilize existing resources owned individually by either the Town of Auburn or the Town of Chester.

SECTION V: WORKER'S COMPENSATION AND LIABILITY COVERAGE

Provider shall furnish worker's compensation coverage for its employees during their performance of mutual aid services under this Agreement. Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employee due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Recipient and Provider will be entirely responsible for the payment of workers' compensation premiums for their own respective employees.

Provider shall furnish liability coverage for its employees performing services under this Agreement, and shall be solely responsible for the premiums.

SECTION VI: IMMUNITY

Pursuant to RSA 53-A, all activities performed under this Agreement are hereby declared to be governmental functions. The parties to this Agreement and their respective employees retain all governmental immunities, protections and defenses as may be available under law.

SECTION VII: PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS

Each party (as indemnitor) agrees to protect, defend, indemnify, and hold harmless the other party (as indemnitee), and its officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessment, costs, charges, professional fees, and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc., at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and

agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep and save harmless the other parties to this Agreement.

SECTION VIII: EFFECTIVE DATE

This Agreement shall take effect upon its approval by the governing boards of the Towns of Auburn and Chester and upon proper execution hereof. This agreement shall remain in effect for two years after its execution, and can be renewed by joint action of the two governing boards.

IN WITNESS WHEREOF, each of the parties have caused this Mutual Aid Agreement to be duly executed and approved with the concurrence of a majority of their governing board, as of the date set forth in this Agreement.

**TOWN OF AUBURN
BOARD OF SELECTMEN**

Keith N. Leclair, Chair

Michael Rolfe

Thomas Carroll

**TOWN OF CHESTER
BOARD OF SELECTMEN**



Charles F. Myette, Chairman

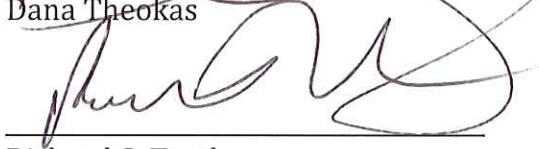


Steven M. Couture, Vice Chairman

Stephen O. Landau



Dana Theokas



Richard S. Trask

Witness:

Date: _____

Witness:



Date: 06-apr-23



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Board of Selectmen
Date: 4 April 23
Re: Q1 Budget Recap

Board Members:

If you find it useful, I will provide a quarterly snapshot of expenses vs. budget. I have reviewed with the major department heads and will highlight large variances or concerns below. A full report is attached.

This exercise is not that valuable in the first quarter, with many expenses expected to land later in the year. Overall, we are on track and have had no major surprises. My only concern at this point is Highway, which has little left for the 'second winter' of this budget year.

The large payroll lines will be spent at a faster pace going forward, with a large COLA and new FT positions starting in Q2 and Q3. These lines should generally be under 25% spent at this time. Savings from the switch in health insurance plans will not materialize until July.

Police:

- Fully staffed throughout the quarter and spending at a full clip. Slightly more overtime used to cover a short military deployment. Other costs typical for this time of year.

Fire-Rescue:

- Budgeted to double FT staff in June, hiring process launching shortly with internal posting.
- We will be creating some new line items to better manage the different types of compensation used by the department.

Highway

- 83% of plowing subcontractor line and 100% of salt budget have been spent.
- There may be enough salt in hand to meet Nov/Dec needs.

Recreation

- It is too soon to evaluate the operating costs of Severance School building.

Other

- Election expenses are not all in yet but should be fine for the year, unless the presidential primary is held in December.

Please let me know of any questions or concerns.

Budget Appropriation Report - Current Year Only

Run: 4/04/23
11:37AM

Page: 1
Chris

TOWN OF AUBURN
As Of: December, GL Year 2023

ReportSortedByBudgetAppropriation

Account Number	General Fund	Budget			YTD Exp	Encumbered	Balance	
		Budget	Adjustments	Net Budget			Available	%Used
01-4130-1-110-1	Finance Director	61,915.00	0.00	61,915.00	15,858.40	0.00	46,056.60	25.613
01-4130-1-110-2	Finance Assistant	54,897.00	0.00	54,897.00	6,674.33	0.00	48,222.67	12.158
01-4130-1-110-3	Town Administrator	111,786.00	0.00	111,786.00	26,923.05	0.00	84,862.95	24.084
01-4130-1-110-4	Land Use Coordinator	62,531.00	0.00	62,531.00	14,999.36	0.00	47,531.64	23.987
01-4130-1-120-0	Board of Selectmen Secretary	2,000.00	0.00	2,000.00	182.00	0.00	1,818.00	9.100
01-4130-1-120-1	Highway Safety Secretary	236.00	0.00	236.00	42.75	0.00	193.25	18.114
01-4130-1-130-1	Selectman Chair Stipend	4,249.00	0.00	4,249.00	974.17	0.00	3,274.83	22.927
01-4130-1-130-2	Selectman Seat Two Stipend	3,881.00	0.00	3,881.00	889.83	0.00	2,991.17	22.928
01-4130-1-130-3	Selectman Seat Three Stipend	3,881.00	0.00	3,881.00	889.83	0.00	2,991.17	22.928
01-4130-1-130-4	Trustee of Trust Funds Stipend	368.00	0.00	368.00	0.00	0.00	368.00	0.000
01-4130-1-130-5	Trustee of Cemeteries Stipend	783.00	0.00	783.00	0.00	0.00	783.00	0.000
01-4130-2-250-1	Selectmen Expenses	3,750.00	0.00	3,750.00	937.50	0.00	2,812.50	25.000
01-4130-6-620-1	Town Report	1,700.00	0.00	1,700.00	1,488.00	0.00	212.00	87.529
01-4130-6-660-2	Voter Guide	5,050.00	0.00	5,050.00	5,460.68	0.00	-410.68	108.132
01-4140-1-120-1	Deputy Town Clerk	20,917.00	0.00	20,917.00	2,981.55	0.00	17,935.45	14.254
01-4140-1-120-2	Town Clerk/Tax Collector Assistant	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4140-1-130-1	Town Clerk Salary	71,550.00	0.00	71,550.00	17,953.60	0.00	53,596.40	25.092
01-4140-1-165-0	Election Personnel	3,000.00	0.00	3,000.00	2,030.00	0.00	970.00	67.667
01-4140-1-165-5	Checklist Supervisors	1,900.00	0.00	1,900.00	0.00	0.00	1,900.00	0.000
01-4140-6-620-2	Record Preservation	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.000
01-4140-6-645-1	Town Clerk Dues & Conferences	4,000.00	0.00	4,000.00	80.00	0.00	3,920.00	2.000
01-4140-6-650-1	Law Books	1,500.00	0.00	1,500.00	968.84	0.00	531.16	64.589
01-4140-6-660-0	Election Expenses	3,000.00	0.00	3,000.00	2,469.87	0.00	530.13	82.329
01-4140-6-660-1	Dog Tags	800.00	0.00	800.00	0.00	0.00	800.00	0.000
01-4150-1-120-1	Deputy Tax Collector	12,099.00	0.00	12,099.00	2,155.52	0.00	9,943.48	17.816
01-4150-1-120-2	Deputy Treasurer Stipend	414.00	0.00	414.00	0.00	0.00	414.00	0.000
01-4150-1-120-3	Budget Committee Secretary	1,061.00	0.00	1,061.00	15.00	0.00	1,046.00	1.414
01-4150-1-130-1	Tax Collector Salary	54,303.00	0.00	54,303.00	13,689.83	0.00	40,613.17	25.210
01-4150-1-130-2	Treasurer Stipend	3,264.00	0.00	3,264.00	748.32	0.00	2,515.68	22.926
01-4150-3-310-1	Audit	13,500.00	0.00	13,500.00	0.00	0.00	13,500.00	0.000
01-4150-3-310-2	Deed Research	700.00	0.00	700.00	0.00	0.00	700.00	0.000
01-4150-3-330-2	Annual Assessing Update	87,000.00	0.00	87,000.00	18,160.00	0.00	68,840.00	20.874

Budget Appropriation Report - Current Year Only

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number	Budget			YTD Exp	Encumbered	Balance	
	Budget	Adjustments	Net Budget			Available	%Used
01-4150-6-620-1	3,300.00	0.00	3,300.00	0.00	0.00	3,300.00	0.00
01-4150-6-645-1	900.00	0.00	900.00	210.00	0.00	690.00	23.333
01-4153-3-350-1	23,000.00	0.00	23,000.00	4,960.40	0.00	18,039.60	21.567
01-4153-3-350-2	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
01-4155-2-210-1	419,307.00	0.00	419,307.00	97,057.00	0.00	322,250.00	23.147
01-4155-2-211-1	22,172.00	0.00	22,172.00	4,355.83	0.00	17,816.17	19.646
01-4155-2-213-1	11,114.00	0.00	11,114.00	1,762.84	0.00	9,351.16	15.861
01-4155-2-214-1	2,774.00	0.00	2,774.00	560.50	0.00	2,213.50	20.205
01-4155-2-220-1	38,366.00	0.00	38,366.00	7,674.86	0.00	30,691.14	20.004
01-4155-2-221-1	8,964.00	0.00	8,964.00	1,794.96	0.00	7,169.04	20.024
01-4155-2-230-1	66,753.00	0.00	66,753.00	13,977.79	0.00	52,775.21	20.940
01-4155-2-290-0	11,050.00	0.00	11,050.00	0.00	0.00	11,050.00	0.00
01-4191-1-120-1	1.00	0.00	1.00	0.00	0.00	1.00	0.00
01-4191-2-250-1	500.00	0.00	500.00	0.00	0.00	500.00	0.00
01-4191-3-320-1	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.00
01-4191-3-350-1	16,000.00	0.00	16,000.00	399.50	0.00	15,600.50	2.497
01-4191-3-390-1	650.00	0.00	650.00	0.00	0.00	650.00	0.00
01-4191-3-390-2	4,500.00	0.00	4,500.00	4,186.00	0.00	314.00	93.022
01-4191-3-390-3	250.00	0.00	250.00	0.00	0.00	250.00	0.00
01-4191-6-620-1	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
01-4191-6-645-0	1,200.00	0.00	1,200.00	50.00	0.00	1,150.00	4.167
01-4191-6-650-1	500.00	0.00	500.00	210.60	0.00	289.40	42.120
01-4191-6-670-1	50.00	0.00	50.00	0.00	0.00	50.00	0.00
01-4191-6-680-1	3,000.00	0.00	3,000.00	497.60	0.00	2,502.40	16.587
01-4194-1-120-1	4,032.00	0.00	4,032.00	1,279.31	0.00	2,752.69	31.729
01-4194-5-510-1	6,200.00	0.00	6,200.00	1,509.00	0.00	4,691.00	24.339
01-4194-5-510-2	1,070.00	0.00	1,070.00	267.55	0.00	802.45	25.005
01-4194-5-510-3	10,370.00	0.00	10,370.00	2,409.81	0.00	7,960.19	23.238
01-4194-5-510-4	8,300.00	0.00	8,300.00	1,436.97	0.00	6,863.03	17.313
01-4194-5-510-5	500.00	0.00	500.00	123.75	0.00	376.25	24.750
01-4194-5-520-1	7,700.00	0.00	7,700.00	664.78	0.00	7,035.22	8.634
01-4194-5-520-2	6,400.00	0.00	6,400.00	1,734.45	0.00	4,665.55	27.101
01-4194-5-520-3	23,000.00	0.00	23,000.00	5,354.54	0.00	17,645.46	23.281
01-4194-5-520-4	3,800.00	0.00	3,800.00	1,813.87	0.00	1,986.13	47.733

Budget Appropriation Report - Current Year Only

Run: 4/04/23
11:37AM

Page: 3
Chris

TOWN OF AUBURN
As Of: December, GL Year 2023

Report Sorted By: Budget Appropriation

Account Number	Budget			YTD Exp	Encumbered	Balance	
	Budget	Adjustments	Net Budget			Available	%Used
01-4194-5-520-5	4,200.00	0.00	4,200.00	434.28	0.00	3,765.72	10.340
01-4194-5-530-1	5,100.00	0.00	5,100.00	2,100.19	0.00	2,999.81	41.180
01-4194-5-530-2	7,700.00	0.00	7,700.00	1,567.51	0.00	6,132.49	20.357
01-4194-5-530-3	22,800.00	0.00	22,800.00	8,834.31	0.00	13,965.69	38.747
01-4194-5-530-4	7,400.00	0.00	7,400.00	2,193.80	0.00	5,206.20	29.646
01-4194-5-550-1	9,000.00	0.00	9,000.00	1,222.70	0.00	7,777.30	13.586
01-4194-5-550-2	35,405.00	0.00	35,405.00	0.00	0.00	35,405.00	0.000
01-4194-6-550-3	8,400.00	0.00	8,400.00	2,025.00	0.00	6,375.00	24.107
01-4195-1-120-0	297.00	0.00	297.00	0.00	0.00	297.00	0.000
01-4195-1-120-1	710.00	0.00	710.00	0.00	0.00	710.00	0.000
01-4195-3-380-0	15,500.00	0.00	15,500.00	0.00	0.00	15,500.00	0.000
01-4195-3-380-1	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00	0.000
01-4195-3-388-0	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.000
01-4195-3-390-0	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00	0.000
01-4195-5-660-0	800.00	0.00	800.00	0.00	0.00	800.00	0.000
01-4195-5-690-0	300.00	0.00	300.00	50.00	0.00	250.00	16.667
01-4195-5-720-0	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4195-6-645-0	200.00	0.00	200.00	120.00	0.00	80.00	60.000
01-4196-6-695-1	100,849.00	0.00	100,849.00	0.00	0.00	100,849.00	0.000
01-4196-6-695-2	1,077.00	0.00	1,077.00	1,076.87	0.00	0.13	99.988
01-4196-6-695-3	52,672.00	0.00	52,672.00	52,671.67	0.00	0.33	99.999
01-4196-6-695-4	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.000
01-4197-0-001-1	5,870.00	0.00	5,870.00	6,076.00	0.00	-206.00	103.509
01-4197-0-001-2	4,301.00	0.00	4,301.00	2,209.75	0.00	2,091.25	51.378
01-4199-2-290-2	3,000.00	0.00	3,000.00	157.50	0.00	2,842.50	5.250
01-4199-3-310-2	13,500.00	0.00	13,500.00	0.00	0.00	13,500.00	0.000
01-4199-3-340-1	48,000.00	0.00	48,000.00	32,661.43	0.00	15,338.57	68.045
01-4199-3-390-1	5,000.00	0.00	5,000.00	7,250.00	0.00	-2,250.00	145.000
01-4199-3-390-4	300.00	0.00	300.00	5.23	0.00	294.77	1.743
01-4199-5-410-1	250.00	0.00	250.00	0.00	0.00	250.00	0.000
01-4199-5-690-0	0.00	0.00	0.00	6,126.00	0.00	-6,126.00	0.000
01-4199-6-610-1	8,000.00	0.00	8,000.00	36.97	0.00	7,963.03	0.462
01-4199-6-611-1	350.00	0.00	350.00	78.00	0.00	272.00	22.286
01-4199-6-620-3	30,000.00	0.00	30,000.00	6,887.63	0.00	23,112.37	22.959

Budget Appropriation Report - Current Year Only

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number		Budget			YTD Exp	Encumbered	Balance Available	%Used
		Budget	Adjustments	Net Budget				
01-4199-6-630-1	General Postage	8,700.00	0.00	8,700.00	2,438.10	0.00	6,261.90	28.024
01-4199-6-645-1	Conferences, Seminars & Dues	2,500.00	0.00	2,500.00	130.00	0.00	2,370.00	5.200
01-4199-6-670-1	General Office Supplies	9,000.00	0.00	9,000.00	1,362.92	0.00	7,637.08	15.144
01-4199-6-680-1	General Advertising	450.00	0.00	450.00	0.00	0.00	450.00	0.000
01-4199-6-690-1	Miscellaneous Budget Expenditures	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00	0.000
01-4210-1-110-1	Police Chief Salary	111,832.00	0.00	111,832.00	27,905.92	0.00	83,926.08	24.953
01-4210-1-110-2	Full Time Officers Wages (5)	422,132.00	0.00	422,132.00	101,624.98	0.00	320,507.02	24.074
01-4210-1-110-3	Records Manager	57,046.00	0.00	57,046.00	13,403.02	0.00	43,642.98	23.495
01-4210-1-110-4	Office Manager Wage	65,912.00	0.00	65,912.00	15,347.59	0.00	50,564.41	23.285
01-4210-1-110-5	Police Lieutenant Wage	104,602.00	0.00	104,602.00	25,950.40	0.00	78,651.60	24.809
01-4210-1-110-6	Police Sergeants Wages (2)	189,246.00	0.00	189,246.00	48,423.56	0.00	140,822.44	25.598
01-4210-1-120-1	Part Time Officers Wages (8)	102,242.00	0.00	102,242.00	24,932.39	0.00	77,309.61	24.386
01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	5,000.00	0.00	5,000.00	1,054.29	0.00	3,945.71	21.086
01-4210-1-150-2	Selective Traffic Control	4,000.00	0.00	4,000.00	994.79	0.00	3,005.21	24.870
01-4210-1-150-3	Police Witness Fees	2,000.00	0.00	2,000.00	593.64	0.00	1,406.36	29.682
01-4210-1-150-4	PD OHRV	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4210-1-160-1	Shift Differential	13,874.00	0.00	13,874.00	2,799.15	0.00	11,074.85	20.176
01-4210-1-160-3	FTO Shift Differential	2,599.00	0.00	2,599.00	1,290.00	0.00	1,309.00	49.634
01-4210-2-220-1	Police SS (PT/Office Staff)	13,568.00	0.00	13,568.00	2,761.71	0.00	10,806.29	20.355
01-4210-2-221-1	Police Medicare (Full/Part Time)	15,839.00	0.00	15,839.00	3,384.24	0.00	12,454.76	21.367
01-4210-2-235-1	Police Retirement	293,170.00	0.00	293,170.00	71,899.08	0.00	221,270.92	24.525
01-4210-2-290-1	Police Uniforms	9,400.00	0.00	9,400.00	1,919.85	0.00	7,480.15	20.424
01-4210-3-340-1	Police Computer Services	27,800.00	0.00	27,800.00	12,991.16	0.00	14,808.84	46.731
01-4210-3-360-1	Police Custodial Services	8,569.00	0.00	8,569.00	1,801.49	0.00	6,767.51	21.023
01-4210-3-370-1	Police Medical Services	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00	0.000
01-4210-3-390-0	Police Court Prosecutor	20,000.00	0.00	20,000.00	5,000.01	0.00	14,999.99	25.000
01-4210-3-390-1	Police Radar	2,350.00	0.00	2,350.00	688.50	0.00	1,661.50	29.298
01-4210-3-390-2	Police Radio Maintenance	5,400.00	0.00	5,400.00	257.50	0.00	5,142.50	4.769
01-4210-3-390-3	Police Training	4,550.00	0.00	4,550.00	2,455.00	0.00	2,095.00	53.956
01-4210-3-390-4	Police Photography	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4210-3-390-5	PD Education Reimbursement	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.000
01-4210-3-391-0	Police Public Relations	3,500.00	0.00	3,500.00	36.00	0.00	3,464.00	1.029
01-4210-5-560-1	Police Plant Costs	7,000.00	0.00	7,000.00	3,318.28	0.00	3,681.72	47.404
01-4210-6-610-1	Police Equipment	5,450.00	0.00	5,450.00	2,329.23	0.00	3,120.77	42.738

Budget Appropriation Report - Current Year Only

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number		Budget			YTD Exp	Encumbered	Balance	
		Budget	Adjustments	Net Budget			Available	%Used
01-4210-6-610-2	Police Office Equipment	2,500.00	0.00	2,500.00	669.73	0.00	1,830.27	26.789
01-4210-6-630-1	Police Postage	700.00	0.00	700.00	354.00	0.00	346.00	50.571
01-4210-6-640-1	Police Subscriptions	4,258.00	0.00	4,258.00	3,120.00	0.00	1,138.00	73.274
01-4210-6-660-1	Police Firearms	5,800.00	0.00	5,800.00	633.65	0.00	5,166.35	10.925
01-4210-6-660-2	Police Supplies	2,250.00	0.00	2,250.00	55.50	0.00	2,194.50	2.467
01-4210-6-660-3	Police Canine Supplies	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.000
01-4210-6-660-4	Police Commission Expenses	100.00	0.00	100.00	0.00	0.00	100.00	0.000
01-4210-6-670-1	Police Office Supplies	2,250.00	0.00	2,250.00	464.72	0.00	1,785.28	20.654
01-4210-6-680-1	Police Advertising	200.00	0.00	200.00	0.00	0.00	200.00	0.000
01-4210-6-690-1	Police Other Contingencies	200.00	0.00	200.00	0.00	0.00	200.00	0.000
01-4210-7-700-1	Police Cruisers	47,587.00	0.00	47,587.00	0.00	0.00	47,587.00	0.000
01-4210-7-700-2	Police Motorcycle	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.000
01-4210-7-710-1	Police Cruiser Maintenance	14,630.00	0.00	14,630.00	1,680.50	0.00	12,949.50	11.487
01-4210-7-720-1	Police Cruiser Fuel	36,000.00	0.00	36,000.00	6,445.71	0.00	29,554.29	17.905
01-4215-3-390-1	Derry Ambulance Service	96,314.00	0.00	96,314.00	46,754.50	0.00	49,559.50	48.544
01-4220-1-110-0	Fire Full Time Salaries	213,758.00	0.00	213,758.00	30,568.44	0.00	183,189.56	14.300
01-4220-1-120-0	Fire Chief Salary	68,213.00	0.00	68,213.00	18,038.44	0.00	50,174.56	26.444
01-4220-1-160-1	Fire Personnel Stipend	65,061.00	0.00	65,061.00	9,853.01	0.00	55,207.99	15.144
01-4220-1-160-2	Fire Per Diem Personnel	29,693.00	0.00	29,693.00	9,464.08	0.00	20,228.92	31.873
01-4220-2-220-1	Fire SS	6,042.00	0.00	6,042.00	1,226.28	0.00	4,815.72	20.296
01-4220-2-221-0	Fire Medicare	5,502.00	0.00	5,502.00	925.29	0.00	4,576.71	16.817
01-4220-2-235-0	Fire Retirement (Group II)	68,554.00	0.00	68,554.00	9,640.46	0.00	58,913.54	14.063
01-4220-3-370-1	Fire Occupational Health & Safety	2,600.00	0.00	2,600.00	1,605.16	0.00	994.84	61.737
01-4220-3-390-2	Forest Fires	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.000
01-4220-3-390-3	Fire Equipment Maintenance	4,500.00	0.00	4,500.00	344.29	0.00	4,155.71	7.651
01-4220-3-390-4	Fire Radio Repair	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.000
01-4220-3-390-5	Derry Dispatch	58,091.00	0.00	58,091.00	27,257.00	0.00	30,834.00	46.921
01-4220-3-390-7	Fire & Rescue Training	17,500.00	0.00	17,500.00	4,265.07	0.00	13,234.93	24.372
01-4220-3-390-8	Fire Hazmat	7,800.00	0.00	7,800.00	0.00	0.00	7,800.00	0.000
01-4220-5-550-1	Fire Building Maintenance	17,122.00	0.00	17,122.00	6,064.20	0.00	11,057.80	35.418
01-4220-6-610-1	Fire & Rescue New Equipment	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00	0.000
01-4220-6-610-4	Fire New Radios	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4220-6-610-6	Fire SCBA Equipment/Maintenance	4,630.00	0.00	4,630.00	1,576.75	0.00	3,053.25	34.055
01-4220-6-611-1	Fire Water Hydrants	16,477.00	0.00	16,477.00	4,118.52	0.00	12,358.48	24.996

Budget Appropriation Report - Current Year Only

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number	Budget	Budget		YTD Exp	Encumbered	Balance	
		Adjustments	Net Budget			Available	%Used
01-4220-6-640-0	10,932.00	0.00	10,932.00	7,212.50	0.00	3,719.50	65.976
01-4220-6-660-1	6,054.00	0.00	6,054.00	1,142.41	0.00	4,911.59	18.870
01-4220-6-660-2	16,950.00	0.00	16,950.00	4,377.38	0.00	12,572.62	25.825
01-4220-6-670-1	2,500.00	0.00	2,500.00	1,237.34	0.00	1,262.66	49.494
01-4220-6-690-0	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.000
01-4220-6-690-1	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.000
01-4220-6-690-2	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.000
01-4220-6-690-3	14,629.00	0.00	14,629.00	6,088.46	0.00	8,540.54	41.619
01-4220-7-710-1	32,650.00	0.00	32,650.00	10,795.75	0.00	21,854.25	33.065
01-4220-7-720-1	20,000.00	0.00	20,000.00	2,580.63	0.00	17,419.37	12.903
01-4240-1-110-1	69,438.00	0.00	69,438.00	16,704.13	0.00	52,733.87	24.056
01-4240-3-320-1	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4240-3-350-1	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.000
01-4240-5-510-1	600.00	0.00	600.00	0.00	0.00	600.00	0.000
01-4240-6-610-1	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4240-6-645-0	3,500.00	0.00	3,500.00	450.00	0.00	3,050.00	12.857
01-4240-6-650-1	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4240-6-660-1	150.00	0.00	150.00	0.00	0.00	150.00	0.000
01-4240-6-670-1	300.00	0.00	300.00	0.00	0.00	300.00	0.000
01-4240-7-710-1	750.00	0.00	750.00	0.00	0.00	750.00	0.000
01-4240-7-720-1	1,000.00	0.00	1,000.00	251.69	0.00	748.31	25.169
01-4290-0-550-0	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4290-3-390-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4290-3-395-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4290-5-510-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4290-6-610-1	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4299-0-391-0	1,000.00	0.00	1,000.00	534.87	0.00	465.13	53.487
01-4312-1-130-1	2,599.00	0.00	2,599.00	595.59	0.00	2,003.41	22.916
01-4312-3-385-1	200,000.00	0.00	200,000.00	0.00	0.00	200,000.00	0.000
01-4312-3-385-2	8,500.00	0.00	8,500.00	1,500.00	0.00	7,000.00	17.647
01-4312-3-385-3	200,000.00	0.00	200,000.00	516.72	0.00	199,483.28	0.258
01-4312-3-385-4	38,000.00	0.00	38,000.00	0.00	0.00	38,000.00	0.000
01-4312-3-385-5	42,000.00	0.00	42,000.00	8,460.00	0.00	33,540.00	20.143
01-4312-3-385-7	5,000.00	0.00	5,000.00	7,137.50	0.00	-2,137.50	142.750

Budget Appropriation Report - Current Year Only

Run: 4/04/23
11:37AM

Page: 7
Chris

Report Sorted By: Budget Appropriation

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number		Budget			YTD Exp	Encumbered	Balance	
		Budget	Adjustments	Net Budget			Available	%Used
01-4312-3-385-8	Highway Summer Grave/Bankrun	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
01-4312-3-385-9	Highway Summer Misc Supplies	1,600.00	0.00	1,600.00	189.75	0.00	1,410.25	11.859
01-4312-3-386-3	Highway Winter Subcontractor	395,000.00	0.00	395,000.00	327,962.50	0.00	67,037.50	83.028
01-4312-3-386-4	Highway Winter Salt	220,000.00	0.00	220,000.00	218,995.77	0.00	1,004.23	99.544
01-4312-3-386-5	Highway Winter Sand	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
01-4312-3-386-6	Highway Winter Repairs	5,000.00	0.00	5,000.00	4,727.94	0.00	272.06	94.559
01-4312-3-387-2	Highway Bridge & Culvert	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
01-4312-3-387-4	Highway Guardrails, Gates, Etc.	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
01-4312-3-388-1	Highway Signs & Safety Equipment	3,000.00	0.00	3,000.00	426.00	0.00	2,574.00	14.200
01-4312-3-390-0	Highway Catch Basin Maintenance	5,000.00	0.00	5,000.00	220.00	0.00	4,780.00	4.400
01-4312-3-390-2	Highway Storm Water Maintenance	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
01-4316-3-390-1	Public Street Lighting	8,100.00	0.00	8,100.00	1,333.29	0.00	6,766.71	16.460
01-4324-3-390-1	Solid Waste Hazardous	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00	0.00
01-4324-5-390-0	Landfill Monitoring	12,000.00	0.00	12,000.00	3,225.00	0.00	8,775.00	26.875
01-4411-1-120-1	Health Officer Stipend	2,046.00	0.00	2,046.00	0.00	0.00	2,046.00	0.00
01-4411-1-120-2	Deputy Health Officer Stipend	658.00	0.00	658.00	0.00	0.00	658.00	0.00
01-4411-2-250-1	Health Mileage	1.00	0.00	1.00	0.00	0.00	1.00	0.00
01-4411-6-645-1	Health Dues & Memberships	200.00	0.00	200.00	90.00	0.00	110.00	45.000
01-4414-1-120-1	Animal Control Salary	22,870.00	0.00	22,870.00	5,844.44	0.00	17,025.56	25.555
01-4414-2-250-1	Animal Control Mileage	600.00	0.00	600.00	110.63	0.00	489.37	18.438
01-4414-3-370-1	Animal Control Medical	200.00	0.00	200.00	0.00	0.00	200.00	0.00
01-4414-3-390-1	Animal Control Veterinarian Charges	300.00	0.00	300.00	0.00	0.00	300.00	0.00
01-4414-3-390-2	Animal Control Boarding	150.00	0.00	150.00	15.00	0.00	135.00	10.000
01-4414-6-645-1	Animal Control Education	250.00	0.00	250.00	0.00	0.00	250.00	0.00
01-4414-6-645-2	Animal Control Dues	40.00	0.00	40.00	0.00	0.00	40.00	0.00
01-4414-6-660-1	Animal Control Miscellaneous	700.00	0.00	700.00	0.00	0.00	700.00	0.00
01-4415-3-370-1	Visiting Nurse	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
01-4415-3-370-2	CASA	500.00	0.00	500.00	0.00	0.00	500.00	0.00
01-4415-3-370-5	Home Health & Hospice Care	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
01-4415-3-390-1	Social Services-Meals on Wheels	1,875.00	0.00	1,875.00	0.00	0.00	1,875.00	0.00
01-4442-0-002-1	General Welfare Assistance	10,000.00	0.00	10,000.00	5,725.00	0.00	4,275.00	57.250
01-4444-3-390-1	RCCAP	4,471.00	0.00	4,471.00	0.00	0.00	4,471.00	0.00
01-4520-0-001-1	Recreation Senior Trips	8,000.00	0.00	8,000.00	150.00	0.00	7,850.00	1.875
01-4520-0-001-2	Recreation Family Events	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00

Budget Appropriation Report - Current Year Only

Run: 4/04/23
11:37AM

Page: 8

Chris

Report: Sorted Budget Appropriation

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number		Budget			YTD Exp	Encumbered	Balance	
		Budget	Adjustments	Net Budget			Available	%Used
01-4520-0-001-6	Recreation Community Service Award	150.00	0.00	150.00	0.00	0.00	150.00	0.000
01-4520-0-001-7	Recreation Soccer Program	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00	0.000
01-4520-0-001-8	Recreation Senior Dinners	1,800.00	0.00	1,800.00	375.33	0.00	1,424.67	20.852
01-4520-1-120-1	Recreation Coordinator Salary	51,776.00	0.00	51,776.00	11,308.43	0.00	40,467.57	21.841
01-4520-1-120-2	Recreation Maintenance Worker	16,544.00	0.00	16,544.00	2,220.28	0.00	14,323.72	13.420
01-4520-2-250-1	Recreational Fuel and Maintenance	4,000.00	0.00	4,000.00	80.10	0.00	3,919.90	2.003
01-4520-3-360-1	Recreation Playground & Parks	3,000.00	0.00	3,000.00	80.88	0.00	2,919.12	2.696
01-4520-5-550-0	Recreation General Maintenance	15,050.00	0.00	15,050.00	7,859.10	0.00	7,190.90	52.220
01-4520-5-550-4	Recreation Ice Rink	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4520-5-560-1	Recreation Trash Removal	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	0.000
01-4520-5-560-2	Recreation Chemical Toilets	8,425.00	0.00	8,425.00	650.00	0.00	7,775.00	7.715
01-4520-5-610-0	Recreation Tools	500.00	0.00	500.00	0.00	0.00	500.00	0.000
01-4520-6-670-0	Recreation Office Supplies	3,050.00	0.00	3,050.00	3,080.00	0.00	-30.00	100.984
01-4520-9-940-1	Recreation Improvements Severance	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4520-9-940-3	Recreation Severance School Rent	20,400.00	0.00	20,400.00	6,800.00	0.00	13,600.00	33.333
01-4520-9-940-4	Recreation Severance School Utilities	9,900.00	0.00	9,900.00	213.62	0.00	9,686.38	2.158
01-4520-9-940-5	Recreation Severance School Internet	1,700.00	0.00	1,700.00	779.55	0.00	920.45	45.856
01-4520-9-940-6	Recreation Severance School Janitori	3,000.00	0.00	3,000.00	660.00	0.00	2,340.00	22.000
01-4550-1-110-1	Librarian Salaries	68,405.00	0.00	68,405.00	17,152.80	0.00	51,252.20	25.075
01-4550-1-120-1	Library Assistant Salaries	78,182.00	0.00	78,182.00	16,141.74	0.00	62,040.26	20.646
01-4550-2-220-1	Library SS	9,088.00	0.00	9,088.00	1,904.20	0.00	7,183.80	20.953
01-4550-2-221-1	Library Medicare	2,126.00	0.00	2,126.00	445.30	0.00	1,680.70	20.945
01-4550-2-230-1	Library Retirement	15,528.00	0.00	15,528.00	2,411.71	0.00	13,116.29	15.531
01-4550-5-535-1	Library Utilities	21,000.00	0.00	21,000.00	2,644.30	0.00	18,355.70	12.592
01-4550-5-550-1	Library Maintenance	7,000.00	0.00	7,000.00	1,437.00	0.00	5,563.00	20.529
01-4550-5-690-1	Library Computer Systems	7,000.00	0.00	7,000.00	4,355.00	0.00	2,645.00	62.214
01-4550-6-610-1	Library Equip & Furnishing	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4550-6-645-1	Library Training, Prof. Journals	2,000.00	0.00	2,000.00	85.00	0.00	1,915.00	4.250
01-4550-6-650-1	Library Programs	1,150.00	0.00	1,150.00	0.00	0.00	1,150.00	0.000
01-4550-6-650-2	Library Lending Materials/Print	11,450.00	0.00	11,450.00	2,650.17	0.00	8,799.83	23.146
01-4550-6-650-3	Library Lending Materials/Electronic	11,850.00	0.00	11,850.00	1,396.66	0.00	10,453.34	11.786
01-4550-6-660-1	Library Supplies	2,700.00	0.00	2,700.00	545.53	0.00	2,154.47	20.205
01-4583-0-001-1	Flags	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	0.000
01-4583-0-001-2	Auburn Historical Association	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.000

Budget Appropriation Report - Current Year Only

Run: 4/04/23
11:37AM

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number	Budget			YTD Exp	Encumbered	Balance	
	Budget	Adjustments	Net Budget			Available	%Used
01-4611-1-120-1	737.00	0.00	737.00	159.78	0.00	577.22	21.680
01-4611-3-390-0	1,950.00	0.00	1,950.00	0.00	0.00	1,950.00	0.000
01-4611-3-390-2	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00	0.000
01-4611-6-645-1	200.00	0.00	200.00	0.00	0.00	200.00	0.000
01-4611-6-645-2	400.00	0.00	400.00	0.00	0.00	400.00	0.000
01-4611-6-660-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4711-4-410-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4721-4-420-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4723-4-420-1	1.00	0.00	1.00	0.00	0.00	1.00	0.000
01-4901-9-910-0	20,000.00	0.00	20,000.00	2,472.00	0.00	17,528.00	12.360
Total General Fund	5,919,239.00	0.00	5,919,239.00	1,713,376.05	0.00	4,205,862.95	28.946

Budget Appropriation Report - Current Year Only

Run: 4/04/23
11:37AM

Page: 10
Chris

ReportSortedBudgetAppropriation

TOWN OF AUBURN
As Of: December, GL Year 2023

Account Number	Budget			YTD Exp	Encumbered	Balance	
	Budget	Adjustments	Net Budget			Available	%Used
	5,919,239.00	0.00	5,919,239.00	1,713,376.05	0.00	4,205,862.95	28.946
Grand Total							



Mar 16, 2023

Auburn Fire Department.
55 Eaton Hill Rd
Auburn, NH 03032
Attention: Michael Williams

RE: Safety Complex Bunk Room

Dear Michael,

We are pleased to submit our price of **\$21,500** for drywall on the above project.

INCLUDES: **3 5/8** Metal studs and 5/8 drywall partitions, insulated, taped and finished
Rework existing Act ceiling
Wire each bedroom per the electrical code,
Rework existing lighting and add new lighting as needed
Add an illuminated exit signs over doorways as discussed
Installation of pre machine doors and Hollow Metal frames and hardware
Rework existing HVAC to properly feed new rooms and hallway
Match existing rubber base
Protect existing carpet to remain
Remove all trash and debris caused by construction

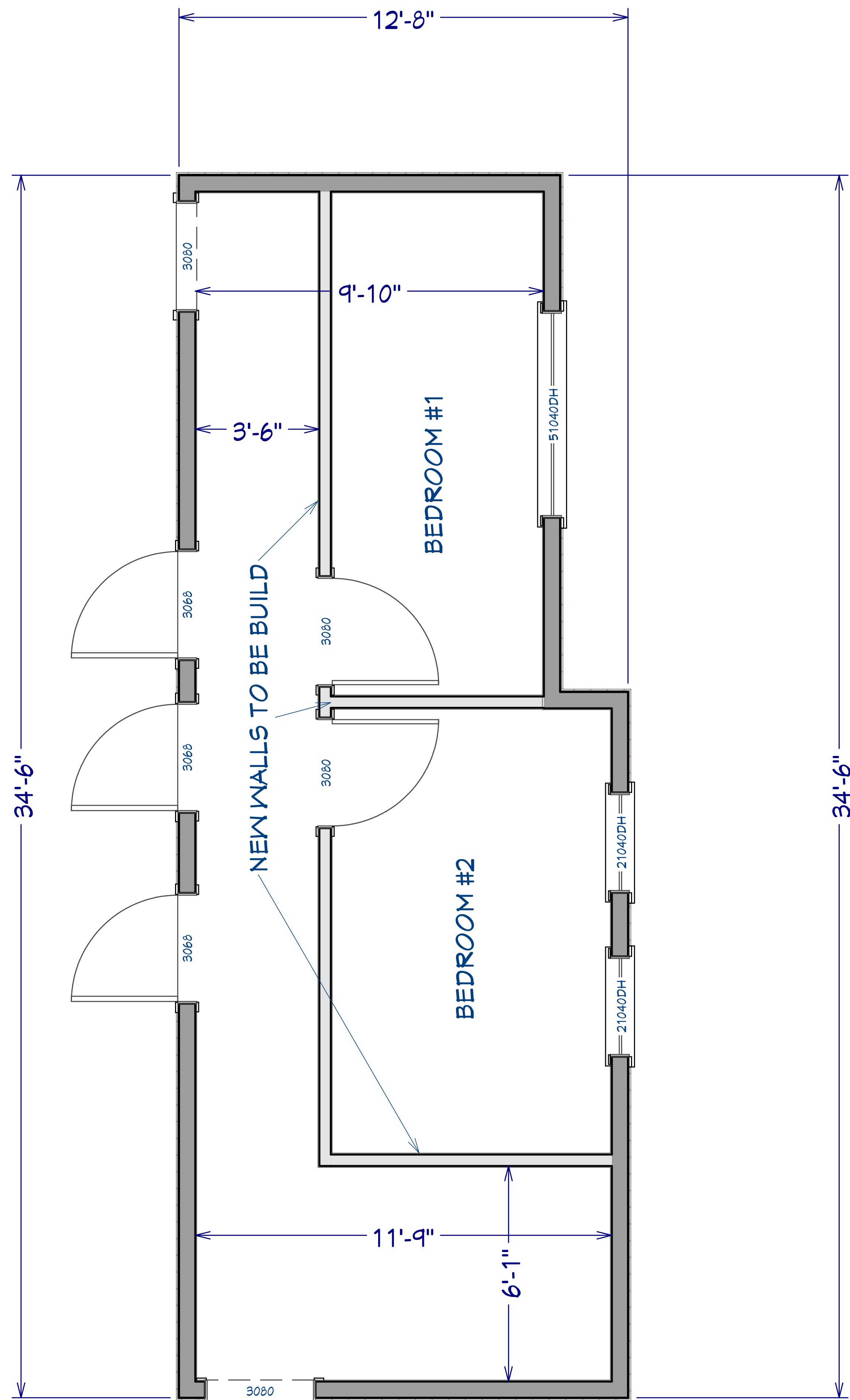
NOTE: Any Additional Work must be agreed upon in advance in writing or via e-mail by the Project Manager only and not it's Job Superintendent. Work will not proceed without proper authorization.

Price valid for 30 days

If you have any questions, please feel free to call me at your convenience.

Sincerely,

Eric Maloney
978-764-4540



Scope Of Work

- Construct New 3 5/8 Metal Stud Wall With 1 Layer Of 5/8 Drywall On Each Side, r-11 Insulation
- 3'0"-7'0" Hollow Metal Frames, Doors To Match Existing, Lockset To Match Existing
- Add Outlets In New Walls to Meet Code
- Rework Lighting So Hallway Has Adequate Lighting, Add Switches In New Rooms
- Remove Existing ACT Supply & install New ACT
- Rework HYAC Supplies, Add Two New Returns In New Rooms
- New Rubber Base To Be Installed To Match Existing
- Added New Illuminated Exit Sign Over Door Leading To The Front Stairwell
- Paint All Wall In The Entire Room, Paint Color To Be Determined
- Existing Flooring To Be Saved To Remain

REVISION TABLE	
NUMBER	DATE

55 EATON HILL RD
AUBURN, NH 03032

DRAWINGS PROVIDED BY:

DATE:

3/8/23

SCALE:

SHEET:

P-1



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Board of Selectmen
Date: 6 Apr 23
Re: Committee Appointments

Board Members:

Zoning Board Chair Mike DiPietro recommends that Shannon Daoust be appointed to the vacant full member position on that board. She is currently an Alternate member. The ZBA reelected its officers and discussed at their meeting last month. If you are so inclined,

Proposed Motion:

“The Board of Selectmen hereby appoints Shannon Daoust to be a member of the Zoning Board of Adjustment.”

Two other applications have been received for ZBA, and there are two Alternate vacancies. I don't believe you have historically had any specific process for recruiting or screening new applicants, and may just be happy to have willing volunteers. If so,

Proposed Motion:

“The Board of Selectmen hereby appoints Jeremy Wirths and/or Alexandra Broom to be alternate member(s) of the Zoning Board of Adjustment.”

Conservation Commission Chair Jeff Porter reports that Edward Fehrenbach will not be continuing on the Commission and that he is discussing that vacancy with current alternates.

APPLICATION FOR BOARDS/COMMITTEES

NAME: Alexandra (Alic) Broom DATE: 3/31/23

ADDRESS: 7 Cricket Ln Auburn NH 03032

TELEPHONE: 603 4388301 E-mail: allic@keyteamold.com

BOARD/COMMITTEE APPLYING FOR: Zoning - ZBA

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? yes

Please list any experience, skills and/or qualifications which you feel would especially suit you for this position: work in Real Estate for 5+ years, New construction site manager

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	<u>Palham elementary</u>		<u>4</u>	<u>-</u>
Highschool	<u>Palham High School</u>		<u>4</u>	<u>yes</u>
College	<u>University of New Hampshire</u>	<u>BUSINESS</u>	<u>4</u>	<u>Bach.</u>

Other (Specify) _____

CURRENT EMPLOYER

Name of Company: Self Length of Employment: 5

Describe your position: Realtor at Key Team + Project Manager of multiple new construction projects

Additional comments: _____

Signature: 

APPLICATION FOR BOARDS/COMMITTEES

NAME: JEREMY WIRTHS DATE: 3/30/23

ADDRESS: 480 BUNKER HILL RD

TELEPHONE: 207-329-6976 E-mail: JEREMY.M.WIRTHS

BOARD/COMMITTEE APPLYING FOR: ZBA

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? YES

Please list any experience, skills and/or qualifications which you feel would especially suit you for this position: I WORK IN THE REAL ESTATE FIELD

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	<u>FLUMMER PTZ</u>	<u>GENERAL</u>	<u>5</u>	<u>—</u>
Highschool	<u>FALMOUTH HIGH SCHOOL</u>	<u>GENERAL</u>	<u>4</u>	<u>—</u>
College				


Other (Specify) _____

CURRENT EMPLOYER

Name of Company: SELF Length of Employment: 4

Describe your position: REAL ESTATE ENTREPRENEUR

Additional comments: _____

Signature: 

Ad Hoc Committee on Highway Management

Purpose:

Make recommendations to the Board of Selectmen regarding the personnel, management structure, and other resources necessary to manage Auburn's municipal highways. The term of the last elected Road Agent ends in 2024.

- How should the town structure the employment of the next 'Road Agent'?
- What responsibilities should that employee cover?
- What resources will this employee need? How will they be compensated?
- What challenges must the town prepare for without a municipal highway department?

Membership and Chair: Appointed by the Board of Selectmen

Timeline: First meeting in April/May of 2023. General recommendations needed by Board of Selectmen by November for budget preparation. Committee expected to sunset by March, 2024.

Meetings: Schedule to be determined by the Chair depending upon member availability.

This is a public body, all meetings will be open to the public, with posted notice and minutes.

Recruiting:

The Board of Selectmen is seeking volunteers to help guide the town through an important transition in managing its roads and bridges.

Auburn is unlike many New Hampshire communities, in that it has no employees maintaining roads, and no fleet of trucks and plows. Road work is performed by a variety of independent firms and contractors, all managed by an elected Road Agent. In 2022, the Town voted to change that position to be appointed by the Board of Selectmen.

The Board is preparing for the retirement of our longtime Road Agent, and expects to appoint a replacement in 2024. This change is compounded by other changes and retirements coming among our current contractors, and a challenging marketplace for these services.

How will the Town navigate these changes and maintain the quality of roads that residents have come to expect? What will the "Road Agent" position become? What will the job's responsibilities be and what resources will be necessary? What is available and who can the town attract?

The Board is assembling a small committee to recommend answers to these questions and a path forward. We are asking those with related experience and expertise to consider serving Auburn for the next year or so to help. The committee is expected to meet about one evening a month, starting in May. The committee may also decide to hold daytime activities or visits to other communities. Residents with working knowledge of the related trades and marketplace, or with municipal infrastructure services, would be particularly helpful.

If interested, please contact any member of the Board or Town Administrator Chris Sterndale to discuss. A brief application can be found [here](#).