



Town of Auburn Board of Selectmen

Meeting Agenda
August 21, 2023
Town Hall 7:00 PM

- I. Call to Order – Pledge of Allegiance**
- II. Public Comments**
- III. Appointments with the Board**
- IV. Manifests**
- V. Consent Agenda**
- VI. New Business**
 - A. Highway planning
 - B. Depot Rd. relocation
- VII. Old Business**
- VIII. Committee Reports**
- IX. Minutes**
 - A. August 7, 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.

NEW HIGHWAY CONFIGURATION / COSTS - DRAFT 8/23

PERSONNEL

	Salary/ Wage	OT	Taxes & Retirement	Health/ Dental Ins.	Total	Source
Roads & Facilities Mgr	90,000		18,900	19,000	127,900	Operating Budget
Roads & Facilities Maintainer	52,000	5,000	11,970	19,000	87,970	Operating Budget

VEHICLES

	Cab & Chassis	Fit Out	
Class 5 Truck (F-550)	75,000	70,000	
Class 5 Truck (F-550)	75,000	70,000	
Fuel & Maintenance			10,000
Pickup Truck			
Police Cruiser?			
			Operating Budget

EQUIPMENT

Hand Tools	10,000	Operating Budget
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FACILITIES

Garage Insulation	25,000	
Garage Bathroom Renov	5,000	
Garage Well	10,000	
Town Hall desk/IT	1,000	
	WAG	

6. To see if the Town will vote to establish a Fleet Maintenance and Replacement Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses in the operation, maintenance and/or replacement of the fleet of vehicles and equipment utilized by Town departments; to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to put in the fund, with this amount to come from the undesignated fund balance as of December 31, 2019; and to designate the Board of Selectmen as agents to expend from this fund. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

YES ___ NO ___

This article was proposed by the Board of Selectmen. After responding to several unanticipated and costly repairs to Town vehicles and equipment in 2019, the Fire Chief recommended and the Board of Selectmen is proposing that a Fleet Maintenance and Replacement Expendable Trust Fund be established to enable the Ton to address large, unanticipated expenses in the operation, maintenance and/or replacement of vehicles and equipment.

This fund was initially proposed and included in the Town's Capital Improvement Plan for 2020 – 2025. as adopted by the Planning Board. The Budget Committee has also endorsed the proposed account.

These funds could be utilized to cover unanticipated and extraordinary costs to either repair or replace vehicles or equipment that was not provided for in the Town budget. These vehicles can include:

- ◆ Fire and Rescue Trucks
- ◆ Police Cruisers
- ◆ Building Inspector Vehicle
- ◆ Parks & Recreation Pick-up Truck

In 2019, the Town faced nearly \$10,000 in unanticipated expenses with several of the Town's fire trucks, which resulted in the finding of funds available in other portions of the Town budget to cover that expense. These types of items do not occur every year or on a regular cycle, making it hard to budget for them in the operating budget.

The warrant article requests \$25,000 to be placed in the fund. The money would come from the Undesignated Fund Balance and would not be raised by additional taxation.

There is no immediate plans for expenditures in 2020.

A **"Yes"** vote would authorize the establishment of a Fleet Maintenance and Replacement Expendable Trust Fund and would initially place \$25,000 in the fund with the money coming from the Town's undesignated fund balance.

A **"No"** vote would not establish this reserve fund to address unanticipated vehicle and equipment property issues as they may arise and force the Town to utilize funds in the operating budget intended for another purpose if a need arose.

2020 Tax Impact: \$0.00

Account Number	Budget Line #	Description	Expended			Budgeted			Expended YTD			Dept Request	2024	% Chg-23/24	Notes
			2020	2021	2022	2023	2023	2023	2023	2023	2023				
01-4312-1-110-1	206A	Highway Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0						*New Account- Anticipated HWY employees wages
01-4312-1-130-1	206	Highway Road Agent Stipend	\$2,253	\$2,264	\$2,353	\$2,599	\$1,486	\$2,761	6.25%						
01-4312-3-385-1	207	Highway Shimming	\$179,999	\$230,421	\$180,000	\$200,000	\$0								
01-4312-3-385-2	208	Highway Spr/Summer Storms	\$8,343	\$4,935	\$19,303	\$8,500	\$8,202								
01-4312-3-385-3	209	Highways Summer Subcontractor	\$205,283	\$190,893	\$155,842	\$200,000	\$112,247								
01-4312-3-385-4	210	Highway Road Striping	\$0	\$27,695	\$41,509	\$38,000	\$42,300								
01-4312-3-385-5	211	Highway Tree/Brush Cutting	\$34,345	\$42,970	\$42,337	\$42,000	\$30,760								
01-4312-3-385-7	212	Highway Cold Patch	\$13,994	\$13,657	\$11,052	\$5,000	\$12,635								
01-4312-3-385-8	213	Highway Summer Gravel/Bankrun	\$0	\$425	\$1,589	\$1,500	\$0								
01-4312-3-385-9	214	Highway Summer Misc Supplies	\$1,560	\$2,186	\$1,493	\$1,600	\$495								
01-4312-3-386-3	215	Highway Winter Subcontractor	\$303,941	\$379,725	\$416,943	\$395,000	\$387,063								
01-4312-3-386-4	216	Highway Winter Salt	\$145,234	\$139,055	\$273,161	\$220,000	\$218,996								
01-4312-3-386-5	217	Highway Winter Sand	\$3,262	\$4,062	\$0	\$5,000	\$0								
01-4312-3-386-6	218	Highway Winter Repairs	\$4,475	\$61	\$3,915	\$5,000	\$5,367								
01-4312-3-387-2	219	Highway Bridge & Culvert	\$39,474	\$2,690	\$2,271	\$3,000	\$2,835								
01-4312-3-387-4	220	Highway Guardrails, Gates, Etc.	\$68	\$945	\$0	\$1,000	\$0								
01-4312-3-388-1	221	Highway Signs & Safety Equipment	\$3,068	\$4,023	\$4,180	\$3,000	\$2,526								
01-4312-3-390-0	222	Highway Catch Basin Maintenance	\$4,043	\$6,687	\$7,850	\$5,000	\$220								
01-4312-3-390-2	223	Highway Storm Water Maintenance	\$10,000	\$330	\$18,545	\$10,000	\$12,100								
		Highways & Streets Total	\$959,341	\$1,053,023	\$1,182,344	\$1,146,199	\$837,231	\$2,761							
Account Number	Budget Line #	Description	Expended 2020	Expended 2021	Expended 2022	Budgeted 2023	Expended YTD 2023	Dept Request 2024	% Chg-23/24	Notes					
01-4909-9-930-0	301	Road Reconstruction	\$484,749	\$602,765	\$499,985	\$450,000	\$114,780		-100.00%						
		Improvements Other Than Bldgs Total	\$484,749	\$602,765	\$499,985	\$450,000	\$114,780	\$0	-100.00%						

HOOKSETT RD STORM DAMAGE

Account Number	Account Description	Transaction Date	Invoice Number	Debits	Vendor
01-4312-3-385-2	Highway Spr/Summer Storms	7/22/2023	072223 MD	\$2,075.00	DROSS, MICHAEL
01-4312-3-385-2	Highway Spr/Summer Storms	7/19/2023	114830	\$131.60	PHOENIX PRECAST PRODUCTS
01-4312-3-385-2	Highway Spr/Summer Storms	7/24/2023	072423-SRW	\$3,800.00	SCOTT ROLFE
01-4312-3-385-2	Highway Spr/Summer Storms	7/20/2023	1878	\$1,920.00	JH ROLFE CONSTRUCTION, CO., LLC
01-4312-3-385-2	Highway Spr/Summer Storms	7/31/2023	23-23	\$320.00	TOWN OF CANDIA PD DETAILS
01-4312-3-385-2	Highway Spr/Summer Storms	7/28/2023	1879	\$16,540.00	JH ROLFE CONSTRUCTION, CO., LLC
01-4312-3-385-2	Highway Spr/Summer Storms	8/7/2023	080423 SRW	\$2,580.00	SCOTT ROLFE
01-4312-3-385-2	Highway Spr/Summer Storms	8/2/2023	AIE #42-2023	\$1,349.20	AUBURN PD DETAIL FOR HWY DEPT #2267
				\$28,715.80	

MS-4 YTD EXPENDITURES

Account Number	Account Description	Transaction Date	Invoice Number	Debits	Vendor
01-4312-3-390-2	Highway Storm Water Maintenance	4/26/2023	2073162	8,000.00	STANTEC CONSULTING SERVICES, INC - MS-4.
01-4312-3-390-2	Highway Storm Water Maintenance	7/18/2023	2106406	4,100.00	STANTEC CONSULTING SERVICES, INC - LANDFILL MONITORING/MS-4.
				\$12,100.00	

5. To see if the Town will vote to establish a Roads and Infrastructure Emergency Maintenance Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses due to damage that may occur to the Town's road and infrastructure network due to natural disaster, major storm or ice damage or similar events that necessitates major repairs to reopen roads and infrastructure. To raise and appropriate the sum of One-hundred-thousand dollars (**\$100,000**) to be placed into the Roads and Infrastructure Emergency Maintenance Expendable Trust Fund, with this amount to come from the unreserved fund balance as of December 31, 2020 with no additional amount to be raised by taxation in 2021. And to designate the Board of Selectmen as agents to expend from this fund. (Majority vote required) (**Recommended by the Board of Selectmen**) (**Recommended by the Budget Committee**)

YES ___ NO ___

This article was proposed by the Board of Selectmen. Originally suggested in 2007 by the Road Agent, the Town of Auburn has experienced nearly an average of one major storm or disaster event per year since 2007. It was the Mother's Day Flood in 2007 that damaged a number of roads, but most significantly washed away a portion of Spofford Road, that lead to the initial suggestion of this type of reserve fund.

Although there was discussion of it, nothing came of the idea at at time. In the intervening years when a disaster was experienced, the Town found its funding through existing operating funds that resulted in planned work and projects not being done. A number of these events ultimately were declared national disaster issues and federal funds were made available to help cover up to 75% of the allowed expenses.

The idea of this reserve fund came back into conversation this year through the Board of Selectmen, who felt it was worth considering putting funds aside as a sort of insurance policy against future issues that may occur.

These funds would be available to the Town should a major unanticipated incident take place. The decision whether to utilize these funds would be up to the Board of Selectmen. They could help the Town go it alone if that was necessary, or could be used to cover the Town's 25% share of allowed expenses in a federally declared disaster situation.

As proposed, the initial funds being asked to place in this reserve fund would come from the Unreserve Fund Balance and no additional funds would be raised by taxation.

A **"Yes"** vote would authorize the establishment of the Roads and Infrastructure Emergency Maintenance Expendable Trust Fund and would place an initial deposit of \$100,000 in the fund, with the money coming from the Town's unreserved fund balance.

A **"No"** vote would not authorize the establishment of the proposed emergency reserve fund and would not transfer an initial deposit of \$100,000 into that fund.

2021 Tax Impact: \$0.00

replacement of radios for the Fire Department. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

IV. Appointments with the Board

V. Manifests

A. Payroll Manifest – Week of 11/7/22

Mr. Leclair motioned to approve the Payroll Manifest for the Week of November 7, 2022 in the amount of \$54,789.56. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

B. Payables Manifest – Week of 10/31/22

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of October 31, 2022 in the amount of \$25,904.26. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Leclair voted aye and Mr. Carroll voted aye. The motion passed 2-0-1.

C. Payables Manifest – Week of 11/7/22

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 7, 2022 in the amount of \$1,121,088.09. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

D. Payables Manifest - Week of 11/7/22

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of November 7, 2022 in the amount of \$795. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

VI. Consent Agenda

Mr. Leclair read out loud the Consent Agenda for the Week of November 7, 2022 which consisted of: a payment from change tax, a salary increase for the Fire Chief, a default agreement, equalization DRA sales report with a ratio of 66% and two (2) release of surety.

Mr. Rolfe motioned to approve the Consent Agenda for the Week of November 7, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

11/7/22

VII. New Business

A. MS-4 Update and Monitoring – Rene LaBranche, Stantec



Mr. LaBranche provided the Board with a handout and indicated the Town had managed their MS-4 program in the past with Stantec doing the annual report. Mr. LaBranche indicated a need to map the outfall locations and screening with pipe and report discharge to the state or federal regulator. There should be a plan. An order of compliance was received from the EPA asking for a plan within 30 days and documentation showing that the Town has one. Mr. LaBranche wrote a response letter to the EPA. In addition dry weather samplings will be documented and submitted and recorded. Seth Potter will find and mark the approximately 50 outfalls and Stantec has someone to do the testing.

Mr. LaBranche noted the 2021 tax maps showed data of the outfall locations, but the new maps did not. Mr. Sterndale was able to get a list with data showing latitude and longitude.

Mr. LaBranche indicated the cost is approximately \$17,495 and there will be other work to be done down the road such as Storm Water Maintenance reporting, mapping detention ponds, infiltration basins and scheduling maintenance. Stantec will assist the Town so they can do what they can do. Mr. LaBranche will draft a plan and bring it back to the Board.

The Board was of the consensus to move forward and will figure out funding.

Mr. Leclair motioned to enter into the Agreement with Stantec for outfall screening and to authorize Town Administrator Sterndale to execute the agreement. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

VIII. FY 2023 Town Budget

A. Police – Chief Pelton

Chief Pelton presented the proposed FY 2023 budget for Police in the amount of \$231,695.

Chief Pelton indicated the budget proposed is a one percent increase from last year, up \$3,172. He noted there would be no cruisers planned for purchase next year but payments will be for the second half of the cruisers purchased this year. Maintenance is up \$1,330 due to parts. Fuel is up by approximately \$11,000.

Mr. Rolfe motioned to approve the FY 2023 budget for Police in the amount of \$231,695. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Chef Pelton noted there would be one or two cruisers purchased in 2024 and a \$22,000 initial fee for the new law enforcement software change made by the county, however if implemented by the end of the year the county will pay for the initial fee. The School Resource Officer proposed may have the salary offset by one officer who is on military deployment.



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
55 Eaton Hill Road
Auburn, NH 03032
(603) 483-8141



Fire Chief Michael Williams

Deputy Fire Chief Robert Selinga

Auburn Fire-Rescue Monthly Report July 2023

The Auburn Fire Rescue Department responded to 73 Incidents for the month, Incident responses are listed below. **Auburn Fire Rescue had 1 Re-toned call in July.**

I would like to thank all members who assisted with the AFD firefighter's memorial built here at the safety Complex.

Building Fire:	0
Vehicle/equipment Fires:	0
Brush:	0
Fires, all other:	0
Alarm Call no fire:	8
Hazardous Conditions:	5
EMS:	35
Service calls:	18
Good intent calls:	7
Total:	73

Fire Chiefs Report

- Submitted the monthly call firefighter payroll.
- Submitted per diem and fulltime firefighter payroll.
- Monthly NHFIRS reports were exported to the State of N.H.
- Attended the selectmen's meeting to discuss monthly report.
- Attended the department head meeting @ Town hall.
- Hosted the Bi-monthly Officers meeting.
- Continue to work on updating the Town of Auburn Local Emergency Operating Plan and Hazard mitigation plans with the State of NH. Lt. Blais is assisting with this project.
- Members are working on a live-in mentoring program for new firefighters.
- Fire training this month was Eversource fires and wires training.
- EMS training this month was blast and bomb injuries.
- Ladder testing was completed.
- SCBA flow testing was completed.
- Replaced appliances at the Complex.

- Attended the Town BBQ.
- Continued Interviewing for Firefighter positions.
- I continually meet with the Fire officers and Department members as needed and required.
- Responded to emergencies and meetings as needed and required.

Fire Prevention Report

- 3 Annual life safety inspections completed.
- 1 Oil burner inspections completed.
- 0 Fire separation inspection completed.
- 0 Residential fire sprinkler inspection completed.
- 0 Wood stove inspection completed.
- 0 Oil tank inspection completed.
- 0 Fireworks inspection completed.
- 0 Pellet stove inspection completed.
- 0 Foster care inspection completed.
- 0 Place of assembly permits issued.
- 0 Fire alarm system inspection
- 0 Childcare inspection
- 1 Chimney inspections
- 0 Fire Drills
- 1 set of Plans reviewed on proposed projects around Town.
- 0 Fire prevention presentations to the school and or daycares.
- 0 Knox box inspection
- Cistern inspection
- 2 Cliffs @ evergreen inspections

Deputy Fire Chief Bob Selinga

- Assists with checking members off on fire apparatus as driver/operators.
- Responds to emergencies as requested.
- Coordinates and fills per diem weekend coverage shifts.
- Continually orders new PASS tags for new members.
- Assists the Fire Chief with many departments related issues.

Fulltime Day Crew

- Completed daily vehicle checks.
- Completed daily station chores.
- Responds to emergencies as requested, see report.
- Assisted with fire and EMS training for our new call members.
- Assisted with fire station weekly projects.
- Assisted C1 with fire Inspections as needed.

Captain Pat Glennon (Facilities)

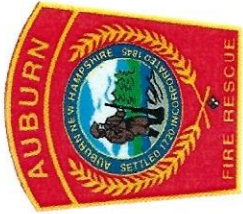
- Responds to emergencies as requested.
- Working on the upfit of our new Forestry 2 military vehicle.
- Coordinate's vehicle maintenance issues for repairs.
- Coordinates the Safety Complex and Station 2 building repairs.
- Coordinated ladder testing.
- Coordinating training for members on the new forestry
- Orders Fire Station daily/weekly supplies.

Captain Matt Barsaleau (Training)

- Responds to emergencies as requested.
- Coordinates all AFD training with Lt. Blais assistance.
- Issued PPE as needed and requested.

Lieutenant's Dignard, Sullivan, Mozer and Blais Reports

- All Lieutenant Respond to emergencies as requested.
- All Lieutenant's continually work with their new crew members on initial training requirements.
- Lt. Sullivan orders EMS supplies as needed.
- Lt. Sullivan is working with new personnel on EMS licensing.
- Lt. Mozer coordinates all SCBA maintenance and repairs. Flow testing was completed.
- Lt. Blais assisted with monthly Fire Training and crew training. Paul assists Capt. Barsaleau with training. Fires and wires training was presented by Eversource.
- Lt. Davis is working on getting all chain saws serviced. Steve ordered a new replacement say for the broken vent saw.



Auburn Fire July 2023 Statistics

Calls by Day of the Week		July 2023	Fire and Rescue Responses by Type July 2023				Mutual Aid/Auto Aid Given	July 2023	Mutual Aid Received	Time of Day	Count
Monday		21	Building Fire	0		Candia	1	00:00 - 00:59	3		
Tuesday		6	Vehicle/ Heavy Equipment Fire	0		Bedford	0	01:00 - 01:59	1		
Wednesday		8	Brush	0		Candia	1	02:00 - 02:59	0		
Thursday		9	Fires, other types	0		Chester	4	03:00 - 03:59	0		
Friday		7	Alarm call no fire	8		Deerfield	1	04:00 - 04:59	2		
Saturday		10	Hazardous Condition	5		Derry	1	05:00 - 05:59	1		
Sunday		12	Good Intent	7		Hampstead	0	06:00 - 06:59	2		
Total		73	Service Call	18		Hooksett	1	07:00 - 07:59	4		
			Emergency Medical Services	35		Hudson	0	08:00 - 08:59	2		
			Total Responses	73		Litchfield	0	09:00 - 09:59	2		
Fire / EMS Calls for July 2023		41	Simultaneous Incidents	Total	Simultaneous Incidents	Londonderry	0	10:00 - 10:59	4		
EMS Calls for Service		32	Single Call	67	N/A	Manchester	0	11:00 - 11:59	5		
Fire Calls for Service		73	Two Calls	3	6	Northwood	0	12:00 - 12:59	5		
Total Calls For Service		73	Simultaneously	0	0	Pelham	0	13:00 - 13:59	9		
Calls by Response Area		July 2023	Three Calls	0	0	Raymond	0	14:00 - 14:59	2		
Grid AFD1		16	Simultaneously	0	0	Salem	0	15:00 - 15:59	2		
Grid AFD2		9	Four Calls	0	0	Sandown	0	16:00 - 16:59	6		
Grid AFD3		14	Simultaneously	0	0	Windham	0	17:00 - 17:59	3		
Grid AFD4		15	Five or More Calls	0	0	Total	9	18:00 - 18:59	6		
Grid AFD5		4	Simultaneously	0	0	Retone	Call#	19:00 - 19:59	5		
Grid AFD6		6	Totals	73	6	7/12/2023	293	20:00 - 20:59	3		
Mutual Aid Given		9	July 2023	9%				21:00 - 21:59	2		
Total		73						22:00 - 22:59	1		
								23:00 - 23:59	4		
								Total Alarms	73		