

**Town of Auburn  
Board of Selectmen  
Town Hall  
July 11, 2022**

**7:00 PM**

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

**( ) Appointments with the Board**

- ( ) Approval:** Payroll Manifest for week of June 20, 2022 - \$57,377.39
- Approval:** Consent Agenda – Week of June 20, 2022
- Approval:** Payable Manifest – Week of June 27, 2022- \$114,645.06
- Approval:** Payable Manifest – Week of June 6, 2022- \$10,227.50
- Approval:** Payroll Manifest - Week of July 4, 2022 - \$52,174.36
- Approval:** Payable Manifest – Week of July 11, 2022 - \$
- Approval:** Payable Manifest – Week of July 11, 2022 - \$
- Approval:** Consent Agenda – Week of July 11, 2022

**( ) New Business**

- ❖ **BOS:** Primex Premium Holiday / Credit or Refund Check
- ❖ **Fire Department:**
- ❖ **Administration:**

**( ) Old Business**

- ❖ **Town Hall Door Replacement:** Updated quotes
- ❖ **Fire Department:** Station #2 Siding updated quotes
- ❖ **Crier Pricing:** Review of cost sheet for Crier ad's

**( ) Other Business**

**( ) Next Meeting:** July 25, 2022 7:00 PM

**( ) Minutes**

- ❖ **June 20, 2022** - Public Meeting
- ❖ **June 20, 2022** - Non-public Meeting

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

**( ) Adjourn**

*Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x 103, so that arrangements can be made."*

July 1, 2022

111

Mimi Friolet, Finance Assistant  
Town of Auburn  
47 Chester Rd  
Auburn, NH 03032

RE: 2022 Premium Holiday for the FY2023 Property & Liability Program

Dear Mimi:

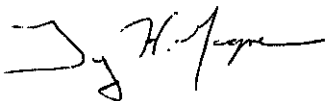
The Primex<sup>3</sup> Board of Trustees approved a Premium Holiday distribution for the Property & Liability Program, based on the financial results from 2021.

I am pleased to inform you the **Town of Auburn** will be receiving a Premium Holiday distribution in the amount of \$5,903.43 effective July 1, 2022.

Enclosed is your entity's Property & Liability invoice for July 1, 2022 through June 30, 2023 with the Premium Holiday applied. New this year, you have a choice online in P3 to apply any credits or request a refund check. We are pleased to be able to provide this Premium Holiday, and hope to offer Premium Holidays in subsequent years based on each member's as well as the pool's overall performance.

Please let us know if you have any questions. We appreciate your continued trust in, and commitment to the Primex<sup>3</sup> Property & Liability Program.

Sincerely,



Ty Gagne, CEO

Enclosure: July 1, 2022 through June 30, 2023 Property & Liability Invoice

Primex<sup>3</sup> Invoice — Property & Liability — Jul. 2022

<b>Invoice Date</b>	July 1, 2022
<b>Invoice Number</b>	114310
<b>Member Name</b>	Auburn, Town of
<b>Member Number</b>	111
<b>Program</b>	Property & Liability Coverage
<b>Coverage Period</b>	July 1, 2022 through June 30, 2023
<b>Terms</b>	Net 45 Days

<b>Description</b>	<b>Amount</b>
Contribution	\$92,522.00
Premium Holiday	(\$5,903.43)
<b>Net Contribution</b>	<b>\$86,618.57</b>
	Remit this amount

**The contribution above includes the following discounts:**

Package Discount

Please make checks payable to "Primex". Please reference the invoice number with your payment.

For payment questions, please call the Finance Department.

For contribution questions, please call your Member Services Representative.



Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624

(603) 225-2841 ■ (800) 698-2364

[nhprimex.org](http://nhprimex.org)

# Dependable JMR SIDING

65 Pine Island Rd  
 Manchester, NH 03103  
 Telephone Number (603) 669-5020  
 Jean-Marc Rheaume - President

*Vinyl  
 Siding*

## JOB CONTRACT/PROPOSAL

	Patrick Glennon	Auburn Fire Station
	6 Pinegree Hill Rd	
	Auburn, NH	Tel #603-483-8141

Job Consists of:	Furnishing and installing "Mastic-Carvedwood" vinyl siding double 4" of a color selected by the homeowner
	Covering all windows and doors casings with custom aluminum pieces
	Installing vapor barrier underneath new siding.
	Installing 3 1/2" x 3 1/2" corner posts
	Furnish and install vent louvers, dryer vent and light blocks where needed
	Changing rotted wood where needed (visual only) \$
	Removing existing wood clap board siding. JMR will be responsible for the disposal
	Limited Lifetime warranty on vinyl siding. One year warranty on workmanship
	Covering Fascia board with custom aluminum pieces, and underneath overhangs with vinyl soffit
	Custom Aluminum pieces will made out of thicker aluminum .024 instead of .019
	<b>Total Cost: \$39,000.00</b>
	Extra Cost: Installing 3/8 Green Guard Underlayment Foam \$4,500.00
	Extra Cost: Installing PVC Board from bottom trim board \$3,000.00
	Extra Cost: Replacing Supporting posts 6x6 on front entrance \$1,500.00

<b>Total Cost: \$ 48,000.00</b>	Requested Deposit: 1/3 down
Balance of \$	due within seven (7) days of the job completion.

- **ATTENTION:** ABOVE SPECIFICATIONS AND PRICE MUST BE ACCEPTED BY BOTH THE CONTRACTOR AND PROPERTY OWNER. IF ACCEPTED BY BOTH PARTIES, PROPERTY OWNER MUST ALLOW CONTRACTOR A REASONABLE TIME TO START THE ABOVE WORK TAKING INTO CONSIDERATION WEATHER FACTORS.
- PRICE DOES NOT INCLUDE VINYL SHUTTERS, UNLESS OTHERWISE INDICATED ON THIS QUOTE.
- **HOMEOWNER WILL BE RESPONSIBLE FOR ATTAINING THE REMODELING PERMIT IF REQUIRED BY THE CITY/TOWN. EFFECTIVE DECEMBER 1, 1997.**
- *STARTING ON JANUARY 1, 2003 THERE WILL BE A FEE OF \$125.00 FOR FLOATING THE ELECTRICAL METER. (ALREADY INCLUDED IN THE QUOTE)*
- **PRICE SUBJECT TO CHANGE AFTER 90 DAYS. PLEASE MAKE CHECKS PAYABLE TO JEAN-MARC RHEAUME.**

CUSTOMER/DATE

WITNESS/DATE



8 Beaulchesne Drive  
 Hooksett NH 03106  
 (603) 668-5668  
 info@hanoverhillsiding.com

# Job Quote

Job Number	762777
DATE	6/23/2022

Town of Auburn  
 6 Pingree Hill Rd  
 Auburn NH 03032

Town of Auburn  
 6 Pingree Hill Rd  
 Auburn NH 03032

Description of work to be performed	COST
Siding job as per proposal - -Strip existing siding and dispose of all debris -Cover the area to be sided with Greenguard 3/8 inch foam insulation -Custom cover all fascia boards with .019 gauge aluminum coil stock -Custom cover all rake boards with .019 gauge aluminum coil stock -Custom cover all soffit with vinyl aerated soffit system -Custom cover window and door casings with .019 gauge aluminum coil stock -Provide Super Outside Corner Posts -Furnish and Install CertainTeed Monogram Premium Vinyl Siding and associated accessories. -Standard Colors -Furnish and Install vinyl light mounting blocks and dryer vents -Remove approximately 17 feet of existing gutters and replace same after coverage has been applied -Trim out Garage Doors with PVC boards	49,323.00
-Furnish and Install PVC Water Table approximately 290 Feet with screws and plugs	4,544.00
-Remove 2- Wood Columns and Wood Railings and dispose of all debris -Furnish and Install 2- 6x6 Pressure Treated Posts with 6x6 Vinyl Post Sleeves -Furnish and Install 2- Vinyl Titian Pro Railings in White, with caps and bases	1,968.00

**TOTAL JOB COST**

CUSTOMER SIGNATURE

AUTHORIZED SIGNATURE

E-mail  
 info@hanoverhillsiding.com



8 Beachesne Drive  
 Hooksett NH 03106  
 (603) 668-5668  
 info@hanoverhillsiding.com

# Job Quote

Job Number	762777
DATE	6/23/2022

Town of Auburn  
 6 Pingree Hill Rd  
 Auburn NH 03032

Town of Auburn  
 6 Pingree Hill Rd  
 Auburn NH 03032

Description of work to be performed	COST
<p>Notes:</p> <p><b>**This quote is subject to materials only pricing increases that we may incur from Manufacturers as we are booking into late 2022 -beginning of 2023 **</b></p> <p>-This includes the cost to float the meter from Eversource Electrical Company, which is required to remove and reinstall siding.</p> <p>-The total job cost assumes the existing house currently has 1 layer of siding materials that must be removed. If more layers are found when we start to strip the house, additional costs for labor and disposal will be added to the final invoice.</p> <p>-Any rot repair will be charged at time and material above the original estimate.</p> <p>-To the extent reasonable, the job site will be kept clean and orderly, and all debris will be removed from the premises.</p> <p>-All Hanover Hill Warranty's will be null and void if any workmanship is performed by anyone other than Hanover Hill after installation is complete.</p>	

**Price quotes are valid for thirty (30) days. Specifications listed above must be accepted by both the contractor and property owner. If accepted by both parties, property owner must allow the contractor a reasonable amount of time to start the work, taking into consideration weather factors. Interest at one and one-half percent (2.5%) per month (18% APR) will accrued on any payment not made on the date due. Payment in full is due within ten days of job completion.**

**TOTAL JOB COST** **\$55,835.00**

CUSTOMER SIGNATURE \_\_\_\_\_ ...

AUTHORIZED SIGNATURE \_\_\_\_\_ ...

E-mail
info@hanoverhillsiding.com



EST. 1978

**A1 Siding & Roofing**  
 34 Laurier St.  
 Manchester, NH 03102  
 Phone: (603)627-7339

Patrick Glennon  
 Auburn Fire Department  
 6 Pingree Hill Rd.  
 Auburn, NH 03032  
 (603) 483-8141  
[pglennon@auburnnhfire.org](mailto:pglennon@auburnnhfire.org)

*Scope of work: Installation of new Vinyl Siding as follows—For site protection, tarpaulins and ground cloths shall be set up as needed. Set up floating of meter with Eversource as needed.*

**- Complete fire house**

1. Remove and properly discard existing siding on complete building.
2. Existing vent pipe on back of building to be removed and covered with new wall sheathing as discussed.
3. Clean and prepare wall surface, inspect for damaged wood.
4. Should plywood wall sheathing changes be needed due to poor integrity or deterioration, the cost shall be \$110/per sheet, removed and installed, over and above contract sum (**upon homeowner approval**).
5. Any additional necessary carpentry work shall be done at the rate of \$95.00 per man hour, plus the cost of materials, **upon home owner approval** (i.e. deteriorated window sills etc).
6. Install new PVC trim boards "kick-plates," below all entry doors.
7. Install new 5/4" x 10" PVC Freeze board around complete perimeter of building (bottom) using cortex screws & plugs.
8. Fabricate and install new aluminum trim around all doors and windows, in owner's choice of any available color.
9. Install new vinyl Thermostop garage door trim around all (4) garage doors.
10. Install new **Tyvek** house wrap to complete wall surface and tape all seams. Also, the house wrap is to be taped to the window & Door casings.
11. Install J-channel around all doors, windows and all other applicable areas.
12. Fabricate and install new water flashing diverter at bottom corners of all windows to properly facilitate the flow of water out of the siding system.
13. Install new vented vinyl soffit underneath all overhangs.
14. Install new solid vinyl soffit to ceiling of back entry.
15. Fabricate and install new aluminum trim on all fascia's in any available color.
16. Install new outside corner posts, utilizing 3 1/2" face traditional corner post.
17. Install aluminum starter strip to secure 1<sup>st</sup> course of siding as needed.
18. Install new vinyl mounting blocks for enhanced finish detail around lights, electrical outlets, water spigots, etc.
19. Install new vinyl hooded dryer vent, color chosen by homeowner.
20. Install new **CertainTeed Monogram Double 4" Wood Grain** vinyl siding in any available standard color. The color Granite Gray was used for quoting purposes.
21. Subject to project execution by A-1 crew, onsite debris shall be cleared away and discarded at each workday's end.

**Lifetime Limited Manufacturer Siding Warranty**  
**5yr Workmanship Warranty**

TOTAL

\$60,271.00

**This quote expires 30 days after receipt of proposal, unless otherwise noted.**

Insurance Certificate & References Available Upon Request

Cash—Personal Checks—Visa—Mastercard—Discover Accepted All credit card transactions will be charged a 2.5% processing fee

PLEASE BE ADVISED THAT WE CAN ONLY HONOR A QUOTE TO THE SAME EXTENT THAT THE MATERIEAL VENDOR HONORS THEIR QUOTE. ALL MATERIALS WILL BE PRICED AT THE TIME OF SHIPMENT.

*Time of completion (Weather Permitting)*

**NOTICE TO BUYER**

1. You are entitled to cancel this agreement before midnight of the third (3rd) business day after the date of signature on this agreement by sending a Written notice of cancellation to the seller, by certified mail, return receipt requested. (For the purpose of this paragraph a Saturday, Sunday or holiday Shall not be considered a business day.) The address to which notice of cancellation is to be made is

*(Amended 1971, 423:3, eff. Jan. 1, 1972)*

2. In the event you cancel, the seller must return to you within ten (10) days of his receipt of your notice of cancellation: (1) Any payments made

And (2) any goods or other property received as a trade-in (or a sum equal to the amount of a trade-in allowance given therefor), and (3) any note or other evidence of indebtedness given by you to the seller pursuant to or in connection with the agreement. After cancellation, the seller is entitled to receive back from you, at your address, any goods previously delivered by him to you, providing he has returned any payments and goods or other property received from you.

3. If the seller does not call for his goods at your address within twenty (20) days after you have given notice of cancellation, you may keep them as Your own.

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



#78,000

# PROPOSAL/CONTRACT

## Siding Installation Services

**FROM:**

MGS Construction LLC  
224 Main Street Suite 3A  
Salem, New Hampshire 03079  
Office: (603) 216-2633  
Cell:(781) 647-7663  
Cell:(978) 647-7663  
Fax:(603) 912-5032

PAGE NO. 1 OF 3 PAGES

DATE: March 11, 2022  
REVISED 4/4/22  
REVISED 6/21/22

**PROPOSAL SUBMITTED TO:**

Captain Patrick Glennon  
6 Pingree Hill Road  
Auburn, NH 03032  
Auburn Fire Department (Station #2)  
[pglennon@auburnnhfire.org](mailto:pglennon@auburnnhfire.org)  
603-264-6876

ADDRESS: 6 Pingree Hill Road  
CITY/STATE: Auburn, NH 03032 Station #2  
JOB NAME: Siding

We hereby submit specifications and this proposal/contract for the following:

**Siding Breakdown:**

MGS Construction will remove all existing siding on building

MGS Construction will supply and install Tyvek wrap or equal to building

MGS Construction will supply and install CertainTeed 4" vinyl corners. (white)

MGS Construction will supply and install Certainteed Mainstreet and accessories white. (Color TBD)

MGS Construction will wrap all windows, rakes and fascia as needed with alcoa coil (smooth white)

MGS Construction will supply and install CertainTeed Invisivent vinyl soffit (white)

MGS Construction will supply and install PVC around garage surround(s) (Painting to be done by others)

MGS Construction will supply and install "water table" board around entire building where previously removed (PVC) white (Painting to be done by others)

MGS Construction will remove all construction debris

In the event of unforeseen rot is found MGS will perform replacement on a time and materials bases at a rate of \$75 per man hour plus the cost of materials.

Any items not stated above are to be considered as an extra charge and will be invoiced separately from this billing. All other agreements to be made in writing between the customer and MGS Construction.

**TERMS/NOTICES: RESIDENTIAL**

It is the home owner's responsibility to ensure that prior to the start of the project all areas of concern are prepared for start of project. All planters, grills, patio furnishings, and other precious objects should also be moved prior to the start of any roofing or vinyl siding project. All vehicles should be parked at least 15 feet away from the home during all work in progress this is due to debris that could fall and or hit the vehicle. MGS Construction is not responsible for any damages to this property as this should be considered as a formal notice. All interior wall hangings, including shelving, pictures, and other precious objects should also be removed due to heavy hammering until the project has been completed.

MGS Construction takes extreme care in the setting up of the equipment, scaffolding, and tarps used on each project in order to protect all

property and landscapes. Any exterior damages to property incurred by MGS Construction will be remedied repaired/resolved by MGS Construction. However, we cannot be held liable for damages to plant and or flower beds, shrubbery, etc. located within 15' of the perimeter of the work area.

MGS Construction will not be held liable for cracked or damaged drywall or for any interior objects that may vibrate, shake, or fall due to heavy hammering or normal construction work. In the rare event retain-age must be held for punch-list items, the customer may only hold 10% of the contract price until items have been successfully completed.

Any items not stated above are to be considered as an extra charge and will be invoiced separately from this billing. All other agreements to be made in writing between the customer and MGS Construction.

Please understand any leftover materials onsite are the property of MGS. As we try to order extra to avoid our foreman having to leave the job site and certain materials may or may not be in stock in your area.

In the rare event retain-age must be held for punch list items, the customer may only hold 10% of the contract price until items have been successfully completed.

Contract pricing valid for 30 Days of receipt.

**WARRANTY:**

MGS Construction will warranty their craftsmanship for 5 years from the date of completion. This does not include acts of nature and or damages incurred by others.

**PAYMENT TERMS:**

We hereby propose to furnish labor and materials to complete in accordance with the above specifications, for the sum of Seventy-Eight Thousand Dollars (\$78,000.00) with payments to be made as follows:

**1/3: Signed Contract. 1/3: 50% Completed 1/3: Project Completion**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned.

Authorized Signature \_\_\_\_\_

**ACCEPTANCE OF PROPOSAL**

By signing this proposal, it will then in fact be considered to be a legal and binding contract between Captain Patrick Glennon an agent for The Auburn Fire Department named above and MGS Construction. The above prices, specifications and conditions are hereby accepted. You are authorizing MGS Construction to do the work as specified above. Payment will be made as outlined above. Shall MGS Construction not receive payments in accordance with the above stated terms all work in progress will be stopped immediately until payment has been received from you the client; Upon not receiving the final payment for the completed contract/project, MGS Construction has the right to hold you the client responsible for all and any reasonable legal, filing, and attorney fee's necessary for MGS Construction to collect payment at your expense.

**ACCEPTED:**

DATE \_\_\_\_\_ Signature \_\_\_\_\_

**This proposal is valid for 30 days from date of receipt**

**ALL ACCEPTED PROPOSALS MUST BE SIGNED AND RETURNED TO OUR OFFICE UPON ACCEPTANCE.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/10/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Santo Insurance Inc 224 Main Street, Suite 2A  Salem NH 03079		<b>CONTACT NAME:</b> Diane StCyr <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Diane.StCyr@relationinsurance.com	
<b>INSURED</b>  M Gendron & Son, LLC 224 Main St, Ste 3a  Salem NH 03079		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> AmWINS Insurance Brokerage, LLC <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 22-23 Master      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. SUBR (INSR) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		CSARCGL0000055-01	02/03/2022	02/03/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$		CSARCEL0000057-01	02/03/2022	02/03/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE      OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  M Gendron & Son Construction LLC 224 Main Street, Ste 3A  Salem NH 03079	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>James Santo</i>
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ACORD 25 (09/16/03)  
AUBURN FIRE DEPARTMENT  
SIDING  
MARCH 2022  
MM

The ACORD name and logo are registered marks of ACORD

## Proposed Auburn Village Crier Advertising Prices

### One month:

Business Card	\$50
3.5" x 3"	\$75
7.5" x 3"	\$95
Half Page 5" x 7.5"	\$150
Full Page 10" x 7.5"	\$250

### MULTI-MONTH DISCOUNT PRICING:

<u>Percentage Model</u>	<u>Business Card</u>	<u>3.5" x 3"</u>	<u>7.5" x 3"</u>
3 issues- 10% discount	\$135	\$203	\$257
6 issues- 20% discount	\$240	\$360	\$456
11 issues- 30% discount	\$385	\$578	\$732

<u>Months Free Model</u>	<u>Business Card</u>	<u>3.5" x 3"</u>	<u>7.5" x 3"</u>
3 issues 1-month free	\$100	\$150	\$190
6 issues 2-month free	\$200	\$300	\$380
11 issues 3-month free	\$400	\$600	\$760

### Current Advertisers

### Monthly Revenue from Ads

<u>Business Cards- 7</u>	<u>Old Price</u>	<u>Percentage Model</u>	<u>Months Free Model</u>
3.5x3- 2	\$1,397.80	\$1,587.21	\$1,553.94
7.5x3- 3		13.55%	11.17%

### Monthly Expense from Printing and Postage

1/2 page- 3	20 Pages	\$2,105.55	
Full page- 2	24 Pages	\$2,471.80	INCLUDES \$401.80/ ISSUE FOR POSTAGE
	28 Pages	\$3,049.30	

### PRINTING COSTS INCREASES

<u># of Pages</u>	<u>2021</u>	<u>2022</u>	<u>Increase</u>
20	\$1,517.67	\$1,703.75	12.26%
24	\$1,792.18	\$2,070.00	15.50%
28	\$2,388.91	\$2,647.50	10.82%

### POSTAGE COSTS INCREASE

\$392.17	\$401.80	2.46%
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### Monthly Revenue

<u>Current Advertisers</u>	<u>Old Price</u>	<u>Percentage model</u>	<u>Months Free Model</u>
1/2 Page	\$135.00	\$150.00	\$150.00
1/2 Page	\$135.00	\$150.00	\$150.00
1/2 Page	\$135.00	\$150.00	\$150.00
3.5x3	\$65.00	\$75.00	\$75.00
7.5x3	\$85.00	\$95.00	\$95.00
11 month 7.5x3	\$70.00	\$66.55	\$69.09
11 month BC	\$27.27	\$35.00	\$36.36
11 month BC	\$27.27	\$35.00	\$36.36
11 month BC	\$27.27	\$35.00	\$36.36
11 month BC	\$27.27	\$35.00	\$36.36
11 month BC	\$27.27	\$35.00	\$36.36
11 month BC	\$27.27	\$35.00	\$36.36
3 month BC	\$38.33	\$45.00	\$33.33
3 month 7.5x3	\$81.67	\$85.67	\$63.33
6 month 3.5x3	\$49.17	\$60.00	\$50.00
Full Page	\$220.00	\$250.00	\$250.00
Full Page	<u>\$220.00</u>	<u>\$250.00</u>	<u>\$250.00</u>
	\$1,397.80	\$1,587.21	\$1,553.94

**Town of Auburn  
Board of Selectmen  
Stritch Meeting Room  
Town Hall  
June 20, 2022  
Draft Minutes  
7:00 PM**

**Selectmen Present:** Keith Leclair, Michael Rolfe and Tom Carroll

**Others Present:** Christine Montecalzo, Library Director Daniel Szczesny, Police Chief Ray Pelton, Fire Chief Michael Williams, Fire Lieutenant Patrick Glennon, Assistant Finance Director Mimi Friolet, Michael DiPietro, Town Administrator Dan Goonan, and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

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

**Appointments with the Board**

**Approval of Payroll Manifest for the Week of June 20, 2022 - \$57,377.39**

*Mr. Rolfe motioned to approve the Payroll Manifest for the Week of June 20, 2022 in the amount of \$57,377.39. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of June 20, 2022**

Mr. Leclair read out loud and offered for inspection the Consent Agenda for the Week of June 20, 2022 some of which included: tax collector's yield warrant, appointments and oaths, and updated IRS mileage rates

*Mr. Rolfe motioned to approve the Consent Agenda for the Week of June 20, 2022. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

**Approval of Accounts Payable Manifest for the Week of June 6, 2022 - \$66,145.51**

*Mr. Rolfe motioned to approve the Accounts Payable Manifest for the Week of June 6, 2022 in the amount of \$66,145.51. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

## **Approval of Accounts Payable Manifest for the Week of June 6, 2022 - \$10,227.50**

***Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of June 6, 2022 in the amount of \$10,227.50. Mr. Carroll seconded the motion. A vote was taken. Mr. Leclair voted aye, Mr. Carroll voted aye and Mr. Rolfe abstained. The motion passed 2-0-1.***

### **Appointments with the Board**

- Monthly Report of the Fire Department – Fire Chief Mike Williams

Fire Chief Williams presented the Fire Department's report for the month of May noting 58 calls for service. Chief Williams reported pump testing was done and work is needed on Tanker 1; he is awaiting the repairs report. Chief Williams reported internet problems were experienced at the Safety Complex and the router was replaced again. Three to Four safety inspections were performed this month, and re-tone tracking is in process.

Chief Williams reported a new full-time officer, Andrew Flores, has been hired. Firefighter Flores has been an on-call fire fighter. Chief Williams referenced the Deputy's report and difficulty finding coverage for weekend shifts. Deputy Selinga is looking at the Gator Policy and bids for the Labor Dept. inspection railing repairs at Station #2. Captain Glennon is working with Officer Flores on training and organizing vehicle and building maintenance. Captain Barsaleau organized triage training and will have ladder training tonight. Lieutenant Sullivan is working with EMS training and noted the State has changed some licensing practices.

Mr. Leclair asked the participation rate and number of on-call firefighters on the roster. Chief Williams noted there are 30 or so active members on the roster and 10-12 responders are consistent. Some responders will come to larger incidents and have a good level of experience. A couple of EMTs were added which make up half of the calls for service.

- Extra Detail Rate

Chief Williams will work with Asst. Finance Director Friolet on an extra detail rate for the Department for the next meeting.

- NHDRED – Forest and Lands Agreement

Chief Williams and Captain Glennon provided a Firefighter Property Cooperative Agreement for the two and a half ton 2003 Stewart Stevenson off-road forestry vehicle offered by the State under its Division of Forest & Lands. Under this agreement the Town of Auburn becomes the owner after the first year which is the better of the two agreements offered by DFL. The vehicle is free to the Town and the Fire Association will pay to have it transported, painted and rehabbed to have a tank pump put on. Lieutenant Glennon provided pictures of the vehicle and noted it will have to be painted as on the of State's requirements. The Agreement needs to be signed and returned.

**Mr. Rolfe motioned to accept the Firefighter Property Cooperative Agreement allowing the Chair to sign; with the Firefighter's Association to assume costs of getting the vehicle, a 2003 Stewart Stevenson off-road forestry vehicle, Serial #ATO21388EFHN, road ready and operational with the Town responsible for long-term maintenance going forward. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

The Board extended its thanks to the Firefighter's Association.

- Station #2 Siding Bids – Capt. Patrick Glennon

Captain Glennon reported that he sought bids, three for vinyl siding and two for fiber cement board and received three. He noted the prices are a couple of months older (from March/April). Chief Williams noted Capt. Glennon put together specifications for the project. JMR Siding quoted \$48,000 for vinyl only and noted \$4,500 of this quote is for foam underlayment. A1 Siding quoted \$59,000 for vinyl and \$72,000 for the cement fiber board. Another quote was \$92,000 for the fiber cement board. Lieutenant Glennon noted many homes in the area of Station #2 have vinyl and the choice of colors offered were white or light grey. The consensus was that light grey would be the most suitable color for the siding.

Mr. DiPietro noted the south side of Station #2 is a mess, but siding does last. Capt. Glennon contracted pressure washers who expressed concerns with the fragility of the existing siding and painters shared those concerns. A lot of damage was sustained by woodpeckers.

Mr. Leclair noted the replacement could be pushed off until next year but there was no guarantee the prices wouldn't go up although things appear to be at the start of leveling out. Mr. Carroll noted many contractors will only hold their prices for a short time, his company will only hold prices for 10 days. Mr. Leclair asked if anyone had dealt with any of the companies and Mr. Carroll stated he was familiar with A1. The Board noted the low bid was not as specific as the other two.

Capt. Glennon will get updated pricing from the first two bidders and lead time for the work to commence for the next Selectmen's meeting and advise the bidders the quote needs to be good for at least 30 days to coincide with the Board's meeting schedule.

Chief Williams noted the vents at Station #2 were working well and they have a two-year supply of filters.

## **New Business**

- Carpenter Pit Funding

Mr. Leclair reported that last year an agreement was negotiated with Dan Carpenter to replace the agreement already in place which had been a ten-year agreement for sand

and gravel now extended to excavate additional material. \$58,000 was encumbered under the Highway Safety Sand and Gravel line under last year's budget leaving a balance due of \$13,705.68 of the \$72,670 contract for an additional 68 cubic yards of sand and gravel @ \$2.50 per cubic yd. The deadline of the prior agreement was 9/27/2022 and is extended to 9/27/2027. Mr. Leclair noted it is a pretty good deal for the Town while contracting with a local citizen. The going rate is \$6-8 per cubic yard plus trucking and this will give eight-ten years of material for maintenance and sanding roads keeping the line out of the budget.

Mr. Leclair recommended funding come from the ARPA fund. Mr. Rolfe agreed.

**Mr. Rolfe motioned to pay \$13,705.68 from the ARPA fund for the balance due for Dan Carpenter's sand and gravel pit agreement. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mr. Leclair will email Mr. Carpenter tomorrow.

## Old Business

- Special Event Policy

Mr. Goonan provided an update to the Special Event Policy with the changes recommended by the Board at the last meeting.

Mr. Leclair noted the agreement would be filled out by applicants and kept on file instead of letters or emails.

Mr. Carroll questioned items #9 and #10 changes approved by the Town Administrator. Mr. Leclair noted the Board agreed to change #15 so the Selectmen would have the right to cancel rather than the Town Administrator.

**Mr. Rolfe motioned to approve the Special Event Permit Application and General Use Policy for Town Facilities. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

- Town Hall Lyft Replacement

Mr. Goonan reported that he met with Brian Lake and Dave Jenkins and set up a time frame either July 6<sup>th</sup> or 7<sup>th</sup>. Ms. Friolet noted a deposit was made for half the cost.

Mr. Leclair requested a spreadsheet be provided by Finance for the next meeting showing any funds committed and the balances of all the funds and ARPA.

- Auburn Village Crier Ad Price Increases – Asst. Finance Director Friolet

Assistant Finance Director Friolet discussed the potential rate increases of advertisements with the Town Crier. She stated while the Town is not in the business to



make money with the advertisements, she is not sure \$5 is enough and recommended a 10% increase. There has not been an increase in pricing for quite some time and costs have increased.

- Town Hall Door Replacement - *Tabled*

Mr. Leclair recommended tabling this item to secure additional estimates.

- Salt Shed Repair

The Board reviewed bids for the Salt Shed roof replacement which had been reviewed at the last meeting. Mr. Carroll reached out to Sentry Roofing to get quotes for different materials and Rolfe Contracting subsequently updated their quotes for 24 and 26 gauge. Mr. Leclair noted the price quoted by Rolfe for 29 gauge was \$12,960, 26 gauge \$14,460 and 24 gauge, \$15,960 with a five-year warranty on labor. Sentry Roofing quoted \$12,700 for 29 gauge, \$13,700 for 26 gauge and \$17,200 for 24 gauge. The Board agreed the standing seam is not necessary and that could drop the price for 24 gauge to \$15,960.

Mr. Leclair recommended going with the low bid for 26 gauge of \$13,700 from Sentry Roofing.

***Mr. Leclair motioned to award Sentry Roofing the low bidder of \$13,700 for replacement of the Salt Shed Roof with 26 gauge. Mr. Carroll seconded the motion. A vote was taken, Mr. Rolfe abstained, Mr. Carroll voted aye and Mr. Leclair voted aye. The motion passed 2-0-1.***

Mr. Carroll will reach out to Sentry Roofing to schedule the work. Mr. Leclair recommended they understand a tarp will be required underneath so that nails don't enter the equipment and materials and end up on the roads.

- Raffle Permit Extension Request

Mr. Goonan reported he spoke with the vendor and provided a copy of his response. The Board's consensus was that the questions they had were not answered and therefore the permit would not be renewed.

- Primex Property & Liability Insurance Program Agreement

Mr. Goonan presented the agreement with Primex with a 9% maximum annual cap through 2026. The agreement is due on July 1<sup>st</sup>.

***Mr. Rolfe motioned to approve Primex as the Town's property and liability insurer and enter into the agreement through June 30, 2026 authorizing the Chair to sign the agreement. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- Police Department Door Repair

Chief Pelton reported the door was repaired at the Safety Complex.

- Mulch Removal Quote – Plaza Landscaping

Mr. Rolfe asked if the mulch had been lowered to grade at the Safety Complex and Mr. Goonan noted the estimate is approximately \$1,100 to pull it back so that the foundation and trim will not be exposed to moisture which is causing rot. Both buildings need to be done.

- Town Administrator Position/MRI Agreement

The Board discussed giving the Chair authority to sign the agreement with MRI for assistance with the Town Administrator position.

***Mr. Rolfe motioned to give the Chair authority to sign the proposed service agreement with MRI relative to the search for a Town Administrator. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## Other Business

- Auburn Village School Board Meeting

Mr. Leclair reported that the Board has commenced quarterly meetings with the Auburn Village School Board again. An issue that was brought up at the last meeting was the locking of the doors at the Safety Complex. Chief Pelton noted various safety concerns and that anyone wishing access only has to push the doorbell during business hours. The complex is not open after 4 PM. Mr. Rolfe noted he would like to see the Safety Complex doors open but respects Chief Pelton's concerns and Mr. Leclair agreed.

- Memorial for Bill Herman

Mr. Leclair reported that Jess Edwards has worked on getting a proclamation signed by the Governor in memory of Mr. Herman's dedication as the Town's former Town Administrator for the past 17 years. Mr. Herman passed away and his Memorial will be held with the family at the Auburn Tavern on July 9<sup>th</sup> from 1-4 PM. The Board agreed it would like to honor Mr. Herman by naming his former office the Herman Room.

***Mr. Rolfe motioned to name the Town Administrator office as the Herman Room. Mr. Carroll seconded the motion. A vote was taken and passed unanimously.***

Mr. DiPietro noted Mr. Herman's credentials were unmatched in the State. Mr. Leclair will have a plaque identifier to memorialize the naming of the room and will let the family know.

- Library Director Szczesny noted the Library has been in discussions about naming the pavilion behind the park and has gotten a bench through the Trex plastic drive.
- Mr. Leclair opened the meeting to the public for comments and Mr. DiPietro asked about the Manchester Water Work's lease agreement for the Severance School. Mr. Leclair updated the status of negotiations and noted John O'Neill was getting approval from the Land & Buildings Committee and then if approved there the lease agreement would be placed on the Alderman's Consent Agenda for approval. Mr. Leclair added that an agreement is being negotiated with MWW similar to Mr. Carpenter's to excavate material on Chester Turnpike but would not be payable up front as Mr. Carpenter's agreement is. The land swaps for Depot Road and the Cemetery will be placed on the ballot for the voters to approve in 2023.

### **Next Meeting**

- Monday, July 11, 2022 – Board of Selectmen's Meeting – 7:00 PM

### **Approval of Minutes**

- June 6, 2022 – Public Meeting

Mr. Leclair noted the amount of the Sentry Roofing Proposal for 24-gauge roofing for the Salt Shed was incorrectly referenced and was \$17,200, not \$29,000.

***Mr. Rolfe motioned to approve the June 6, 2022 Public Meeting Minutes, as amended. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

- June 6, 2022 – Non-Public Meeting

***Mr. Rolfe motioned to approve the June 6, 2022 Non-Public Meeting Minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Non-Public Session pursuant to RSA 91-A:3(II)(a)** The dismissal, promotion, or compensation of any public employee

***By Roll Call, Mr. Leclair motioned to go into non-public session pursuant to RSA 91-A:3(II)(a). Mr. Carroll seconded the motion. A roll call vote was taken, Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.***

The meeting room was closed to the public at 9:12 PM.

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

The meeting room was reopened to the public at 9:40 PM.

***By Roll Call Mr. Rolfe motioned to seal the minutes of the non-public sessions. Mr. Carroll seconded the motion. A roll call vote was taken Mr. Leclair voted aye, Mr. Rolfe voted aye and Mr. Carroll voted aye. With all in favor, the motion passed unanimously.***

## **Adjournment**

***Mr. Rolfe motioned to adjourn the meeting at 9:41 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy Hoijer  
Recording Secretary