

**Town of Auburn  
Board of Selectmen  
January 9, 2017  
Town Hall  
7:00 p.m.**

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

Approval of Payroll for Week of December 26<sup>th</sup>, 2016  
Approval of Accounts Payable for Week of January 2<sup>nd</sup>, 2017  
Approval of Payroll for Week of January 9<sup>th</sup>, 2017  
Consent Agenda – as of January 9<sup>th</sup>, 2017

**( ) Appointments with the Board**

Senator Sharon Carson and Auburn State Representatives – Legislative Session

**( ) New Business**

Draft of 2017 Town Meeting Warrant  
Goal Setting Session Report  
Re-establishment of Auburn Development Authority  
Sale of Surplus Automobile  
Draft of Selectmen's Report for Town Report

**( ) Old Business**

Wage Rate for Supervisors of the Checklist

**( ) Other Business**

**( ) Minutes**

- December 19<sup>th</sup>, 2016 Public Meeting

**( ) Non-Public Session**

Pursuant to RSA 91-A: 3, II (c) – Review of previously sealed Non-Public Meeting Minutes

*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 x100, so that arrangements can be made."*

## Town of Auburn

Town Hall  
47 Chester Road  
P.O. Box 309  
Auburn, NH 03032



## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 6, 2017

Re: Meeting with Legislative Delegation – January 9, 2017

As previously discussed, we have invited the Legislative Delegation that represents Auburn in the NH State Legislature to meet with the Board as part of your meeting on Monday, January 9<sup>th</sup>. The purpose of the meeting is to generally discuss municipal issues of concern in the Legislature, a few of which would be of specific interest to Auburn:

- Potential increased funding for the State Municipal Bridge Aid Program the Governor has indicated he supports, which could benefit the Griffin Mill Bridge project.
- Potential return of State funding for a portion of employer costs for the NH Retirement System, which the Governor has indicated he supports.
- Potential restoration of funding for municipal water & wastewater projects, which the Governor has indicated he supports.

The Legislative Delegation includes:

- ❖ State Senator Sharon Caron: Senator Carson is the Senate President Pro Tempore this session, and chairs the Senate Judiciary Committee and the Senate Executive Departments and Administration Committee.
- ❖ Representative Joseph Hagen of Chester, who is the Chairman of the House Judiciary Committee.
- ❖ Representative Chris True of Sandown, who is a member of the Transportation Committee.
- ❖ Representative Jason Osborne of Auburn, who is a member of Commerce and Consumer Affairs Committee.
- ❖ Representative Jess Edwards of Auburn, who is a member of the Health, Human Services and Elderly Affairs Committee, and
- ❖ Representative William Polewarczk of Chester, who is a member of the Science, Technology and Energy Committee.

Rep. Hagan is beginning his fifth term in the New Hampshire House of Representatives, while Representatives Osborne and True are beginning their second terms. Representatives Edwards and Polewarczk are newly elected and are in their first term of office.

Rep. Edwards has signed on as a co-sponsor of nine legislative proposals for the 2017 Session, while Rep. True has sponsored a bill relative to the right-to-know law and co-sponsored four other bills. Representatives Hagan and Polewarczk have co-sponsored a bill relative to optional veteran's tax credit, while Representative Osborne has not sponsored or co-sponsored any bills as of this writing.

Thank you for your consideration.

Attachments

New Hampshire Legislative Service Requests (LSR's)  
Query Results



LSR's Found: 9

2017-0119 <b>HB141 text</b>	HB	<p><b>Title:</b> relative to electric renewable energy classes.</p> <p><b>Sponsors: (Prime)</b> David Murotake, Glen Aldrich, Michael Vose, <b>Jess Edwards</b>, Francis Gauthier</p>
2017-0191	HB	<p><b>Title:</b> repealing the loitering restrictions on premises of liquor licensees.</p> <p><b>Sponsors: (Prime)</b> James Spillane, Daniel Itse, Jeanine Notter, Jess Edwards</p>
2017-0237 <b>HB106 text</b>	HB	<p><b>Title:</b> relative to corroborating evidence in sexual assault prosecutions.</p> <p><b>Sponsors: (Prime)</b> William Marsh, Mary Heath, Jess Edwards</p>
2017-0238	HB	<p><b>Title:</b> relative to portability, availability, and renewability of health coverage.</p> <p><b>Sponsors: (Prime)</b> William Marsh, Jeb Bradley, Karel Crawford, Lino Avellani, John Fothergill, Jess Edwards</p>
2017-0260 <b>HB169 text</b>	HB	<p><b>Title:</b> relative to limits on wagers in charitable games of chance.</p> <p><b>Sponsors: (Prime)</b> James Spillane, Andy Sanborn, John Reagan, Daniel Itse, Carol McGuire, Josh Moore, Victoria Sullivan, Jess Edwards</p>
2017-0283	HB	<p><b>Title:</b> prohibiting the issuance of a summons or warrant for failure to license a dog.</p> <p><b>Sponsors: (Prime)</b> Frank Sapareto, Lynne Ober, Jeanine Notter, James Webb, Jess Edwards</p>
2017-0352	HB	<p><b>Title:</b> expanding the right-to-know law to certain motor vehicle records.</p> <p><b>Sponsors: (Prime)</b> Dan Hynes, Robert Fisher, Joseph Guthrie, Jess Edwards</p>
2017-0503	HB	<p><b>Title:</b> relative to awarding attorney's fees under the right-to-know law.</p> <p><b>Sponsors: (Prime)</b> Dan Hynes, Michael Sylvia, Robert Fisher, Ed Comeau, Duane Brown, Kevin Avard, Joseph Guthrie, Brian Stone, Jess Edwards</p>
2017-0601	HB	<p><b>Title:</b> relative to immunity from prosecution for persons involved in an alcohol or drug-related emergency.</p> <p><b>Sponsors: (Prime)</b> Amanda Bouldin, Jordan Ulery, John Burt, Michael Sylvia, Keith Ammon, Elizabeth Edwards, Bart Fromuth, Benjamin Baroody, Jess Edwards, Kate Murray</p>

New Hampshire Legislative Service Requests (LSR's)  
Query Results

LSR's Found: 1

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2017-0486	SB	<b>Title:</b> relative to increasing the maximum amount of the optional veterans tax credit.
<b>Sponsors:</b> (Prime) William Gannon, Joseph Hagan, Chris True, Yvonne Dean-Bailey, William Polewarczyk, Bob Giuda, James Gray, Daniel Innis, Harold French		



New Hampshire Legislative Service Requests (LSR's)  
Query Results

LSR's Found: 5

2017-0317	HB	<b>Title:</b> establishing the office of ombudsman in the department of state. <b>Sponsors:</b> (Prime) Daniel Itse, John Burt, J.R. Hoell, James Spillane, Chris True
2017-0415 HB182 text	HB	<b>Title:</b> relative to the adoption of a default budget. <b>Sponsors:</b> (Prime) Keith Ammon, James Belanger, Linda Gould, James Spillane, Chris True
2017-0418	HB	<b>Title:</b> relative to amendments to warrant articles. <b>Sponsors:</b> (Prime) Kevin Verville, Sharon Carson, Alfred Baldasaro, John Burt, Chris True
2017-0486	SB	<b>Title:</b> relative to increasing the maximum amount of the optional veterans tax credit. <b>Sponsors:</b> (Prime) William Gannon, Joseph Hagan, Chris True, Yvonne Dean-Bailey, William Polewarczyk, Bob Giuda, James Gray, Daniel Innis, Harold French
2017-0538	HB	<b>Title:</b> relative to minutes under the right-to-know law. <b>Sponsors:</b> (Prime) Chris True, Ed Comeau, Duane Brown

HB 182 - AS INTRODUCED

2017 SESSION

17-0415  
06/03

HOUSE BILL **182**

AN ACT relative to the adoption of a default budget.

SPONSORS: Rep. Ammon, Hills. 40; Rep. J. Belanger, Hills. 27; Rep. True, Rock. 4; Rep. Spillane, Rock. 2; Rep. Gould, Hills. 7

COMMITTEE: Municipal and County Government

ANALYSIS

This bill permits political subdivisions to require the default budget to be placed on the ballot as a separate contingent warrant article if the operating budget is defeated. The bill permits a revised operating budget to be voted on if both the operating budget and the contingent default budget are defeated.

Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears ~~[in brackets and struckthrough]~~

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

17-0415  
06/03

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Seventeen*

AN ACT relative to the adoption of a default budget.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 New Section; Use of Official Ballot; Contingent Warrant Article. Amend RSA 40 by inserting after section 13 the following new section:

40:13-a Contingent Warrant Article.

I. As an alternative to the provisions of RSA 40:13, X, the legislative body of the local political subdivision may, by a 3/5 majority of those voting on the question, require the default budget to be placed on the ballot as a separate contingent warrant article if no operating budget article is adopted. If neither the operating budget nor the default budget is adopted, the governing body may call a special meeting to take up the issue of a revised operating budget only; provided that RSA 31:5 and RSA 197:3 shall not apply to such a special meeting. The special meeting shall consist of a single session held pursuant to RSA 39 and RSA 40:1 through RSA 40:12, and shall not be subject to RSA 40:13.

II. The question of adopting the alternative in this section shall be placed on the official ballot at an annual meeting by the governing body or by petition under RSA 39:3 or 197:6, and shall read substantially as follows:

“Shall (local political subdivision) adopt the provisions of RSA 40:13-a, requiring the default budget to be placed on the ballot as a separate contingent warrant article if no operating budget article is adopted, and providing that the governing body may call a special meeting to take up a revised operating budget in the event that neither the operating budget nor the default budget is adopted?”

III. If the question is approved by a 3/5 majority of those voting on the question, the alternative shall be in effect beginning with the following year’s annual meeting. The legislative body may rescind its adoption of this paragraph in the same manner.

IV. In political subdivisions that require the default budget to be voted on as a separate contingent warrant article if no operating budget article is adopted, the wording of the second session ballot question concerning the operating budget shall be as follows:

“Shall (local political subdivision) raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$\_\_\_\_\_?”

V. Should the article in paragraph IV be defeated, the wording of the second session contingent ballot question concerning the default budget shall be as follows:

“Shall (local political subdivision), if article \_\_\_ is defeated, raise and appropriate as the DEFAULT budget \$ \_\_\_\_\_, which is the same as last year, with certain adjustments required by previous action of (local political subdivision) or by law? Should this article be defeated, the governing body shall call one special meeting to take up the issue of a revised operating budget only.”

2 Effective Date. This act shall take effect 60 days after its passage.



# TOWN OF AUBURN

December 8, 2016

Rep. Jess Edwards  
33 Rattlesnake Hill Road  
Auburn, NH 03873-2141

Dear Representative Edwards:

On behalf of the Auburn Board of Selectmen, I am pleased to write and offer congratulations on your election to the New Hampshire Legislature and to wish you success in the ensuing two years.

We are also writing to invite you and your colleagues who Represent Rockingham County District #4 in the New Hampshire House of Representatives and State Senator Sharon Carson to meet with the Auburn Board of Selectmen to discuss the issues facing the current Legislative Session.

We would invite you to meet with the Board of Selectmen on Monday, January 9, 2016 at 7:00 PM at the Auburn Town Hall.

The Auburn Selectmen felt it would be a good opportunity to make sure that as local and state elected officials who represent the residents of Auburn, everyone had a chance to meet and get to know each other, while also discussing and sharing ideas about potential measures to face the next session of the Legislature.

If we can provide any information to you prior to January 9<sup>th</sup>, please don't hesitate to contact me. We would be pleased to provide any information we can.

Thank you for your consideration, and we look forward to meeting with you on January 9<sup>th</sup> here in Auburn.

Sincerely,  
TOWN OF AUBURN



William G. Herman, CPM  
Town Administrator

Cc: Board of Selectmen



*Victoria F. Sheehan*  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.*  
Assistant Commissioner

December 12, 2016

William G. Herman, CPM  
Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032-0309

DEC 21 2016

Dear Mr. Herman,

This letter is written regarding the correspondence I received from the Town of Auburn via letter dated October 24, 2016 regarding responsibilities for the maintenance, repairs, and replacement of the drainage infrastructure along Hooksett Road in the vicinity of the Exit 2 interchange with NH Route 101. The letter was signed by you along with members of the Board of Selectmen and Michael Dross, Auburn Road Agent.

This matter dates back over a year when the Town began to question its responsibility to maintain Hooksett Road in the area of Exit 2. At the time, I expressed the Department's position that maintenance for this section of roadway falls to the Town. This responsibility dates back to 1945 when this section of Hooksett Road was reclassified and no longer considered a Class II road. In approximately 1972-73, after construction of Exit 2, the Department offered to reclassify this section of road and assume maintenance responsibility, which the Town declined. Consequently, the road was not reclassified back to a Class II road. And since approximately 1945, this section of roadway has remained within the Town's maintenance responsibility.

Upon reviewing the Town's letter and documents, I have not found any new or compelling information that supports the Town of Auburn's opinion that the maintenance and repair of said drainage infrastructure along Hooksett Road are the responsibility of the NH Department of Transportation. A more thorough response to the Town of Auburn's letter will require gathering historical information and coordination with other Bureaus within the Department. This will take some time to assemble. I hope to be able to provide this information within a few weeks. In the meantime, any necessary maintenance and repairs to the drainage infrastructure should not be delayed by the Town of Auburn while awaiting a more thorough and documented response.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard C. Radwanski".

Richard C. Radwanski, PE  
District Engineer

RCR/amv

cc: Executive Councilor Chris Pappas  
Senator Sharon Carson  
Kathleen Mulcahey-Hampson, NHDOT



**TOWN WARRANT  
STATE OF NEW HAMPSHIRE**

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 4, 2017**, at **9:00 a.m.**, for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 14, 2017**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

**First:** To bring your ballots for:

- Selectman for three years
- Town Clerk for three years
- Tax Collector for three years
- Treasurer for three years
- Supervisor of the Checklist for one year
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of the Trust Funds for three years
- Police Commission for three years
- Planning Board for three years
- Planning Board for one year

**Second:** To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NH RSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – [www.auburnnh.us](http://www.auburnnh.us))

**Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

**Amend Article 2.02 Definitions, Words and Terms**, by deleting current (28) Dwelling Unit, Accessory in its entirety and replace with the following language to comply with NH RSA 674:72, Accessory Dwelling Units.

(28). Dwelling Unit, Accessory:

Residential living unit that is within or attached to a single family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

Accessory Dwelling Units shall be permitted by Special Exception as governed under Article 14.14 of the Auburn Zoning Ordinance in all zoning districts that permit single family detached dwellings.

A Special Exception shall be required for construction and or change of occupancy for creation of an accessory dwelling unit.

The Accessory Dwelling Unit shall meet the following requirements:

- (a). An accessory dwelling unit shall have no more than two bedrooms. and shall not exceed 750 (seven hundred fifty) square feet in living area and shall be attached to a single family dwelling. Attached means sharing a common habitable space wall.
- (b). An interior door shall be provided between the principal dwelling and the accessory dwelling unit, but it shall not be required that it remain unlocked. The accessory dwelling unit shall have door with direct access to the exterior, or common space to hallway to exterior door.
- (c). The accessory dwelling unit shall have interconnecting smoke/carbon monoxide/heat detectors with the principal dwelling unit.
- (d). There shall be adequate provisions for water supply and sewage disposal for the accessory dwelling unit in accord with NH RSA 485-A:38, but separate systems shall not be required for the principal and accessory dwelling units.
- (e). An accessory dwelling unit shall meet all zoning setbacks and all applicable building codes. There shall be adequate parking to accommodate an accessory dwelling unit.
- (f). The property owner must occupy one of the dwelling units as his/her principal place of residence.
- (g). Only one accessory dwelling unit shall be permitted for any single family dwelling.
- (h). Detached Accessory Dwelling Units are not permitted.

**Amend Article 4.05 "R" Rural District**

Delete (t) Accessory Dwelling Unit from (2) Permitted Uses in R District

Add (h) Accessory Dwelling Unit to (3) Uses Permitted by Special Exception in R District

**Amend Article 4.06 "R-1, Residential-One and R-2 Residential Two Zoning District**

Delete (n) Accessory Dwelling Unit from (2) Permitted Uses in R-1 District

Add (o) Accessory Dwelling Unit to (3) Uses Permitted by Special Exception in R-1 District

Delete (s) Accessory Dwelling Unit from (4) Permitted Uses in R-2 District

Add (i) Accessory Dwelling Unit to (5) Uses Permitted by Special Exception in R-2 District

**Amend Article 4.07 C-1 Commercial One District and C-2 Commercial Two District**

Delete (u) Accessory Dwelling Unit to Commercial Establishment from (4) Uses Permitted in C-2 District

**Adjust Appendix A, Zoning Matrix of Uses and Districts Accordingly.**

**Renumber all sections as required due to amendments.**

**Are you in favor of the adoption of Amendment No 2 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

**Amend Article 2.02 Definitions, Words and Terms,** by deleting current (3) "Agricultural Use" in its entirety and replacing with the following language:

(3) Agriculture, Farm, Farming as defined in NH RSA 21:34-a. and as may be further amended

A single family detached dwelling shall be a permitted accessory use.

(a) Agritourism and marketing as defined under NH RSA 21:34-a (b) (5) shall require a Special Exception in accordance with Article 14.14 of the Auburn Zoning Ordinance and be subject to Site Plan Review through the Auburn Planning Board.

(b) Farm Roadside Stand: shall remain an agricultural operation and not be considered commercial (Agritourism), provided that at least 35 percent of the product sales in dollar volume is attributable to products produced on the farm or farms of the stand owner. The floor area of the Farm Roadside Stand shall not exceed one hundred fifty (150) square feet.

**Amend Article 4.05 "R" Rural District**

Rename (a) Non-Commercial Agriculture to Agriculture in (2) Permitted Uses in R District

Delete (b) Commercial Agriculture –Forestry Only from (2) Permitted uses in R 1 District

Delete (c) Commercial Agriculture from (2) Permitted uses in R District

Rename (d) Produce Stand to Farm Roadside Stand in (2) Permitted Uses in Rural District.

Add (h) Agritourism to (3.) Uses Permitted by Special Exception

**Amend Article 4.06 “R-1, Residential-One and R-2 Residential Two Zoning District**

Delete (g) Commercial Agriculture – forestry only from (2) Permitted Uses in R-1 District

Rename (i) Non-Commercial Agriculture to Agriculture in (2) Permitted uses in R-1 District

Rename (g) Commercial Agriculture to Agritourism in (3) Uses permitted by Special Exception in R-1 District.

Rename (h) Produce Stand to Farm Roadside Stand in (3) Uses permitted by Special Exception in R-1 District

Rename (g) Non-Commercial Agriculture to Agriculture in (4) Uses Permitted in R-2 zoning District

Delete (h) Commercial Agriculture from (4) Uses Permitted in R-2 District

Rename (i) Produce Stand to Farm Roadside Stand in (4) Uses Permitted in R-2 District

Rename (a) Commercial Agriculture to Agritourism in (5) Uses Permitted by Special Exception in R-2 District.

**Amend Article 4.07 C-1 Commercial One District and C-2 Commercial Two District**

Delete (q) Commercial Agriculture from (2) uses permitted in the C-1 District

Rename (r) Produce Stand to Farm Roadside Stand in (2) Uses permitted in C-1 District

Rename (a) Commercial Agriculture to Agritourism in (3), Uses Permitted by Special Exception in C-1 District.

Rename (p) Commercial Agriculture to Agritourism in (4) Uses Permitted in C-2 District

Rename (q) Produce Stand to Farm Roadside Stand in (4) Uses Permitted in C-2 District

Rename (h)N on Commercial Agriculture to Agriculture in (5) Uses Permitted by Special Exception in C-2 District.

**Amend 4.08 “V” Village Center District**

Rename (a)(i) Commercial Agriculture to Agritourism in (3) Permitted Uses in V District.

**Amend 4.09 “I” Industrial District**

Delete Commercial Agriculture from (2) Permitted Uses in I District

**Adjust Appendix A, Zoning Matrix of Uses and Districts Accordingly.**

**Renumber all sections as required due to amendments.**

**Are you in favor of the adoption of Amendment No 3 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

**Amend Article 13.01 Building Permits Required** as authorized by NH RSA 674:51 III (d) and enact a provision authorizing the governing body to establish fees, to be charged for building permits, inspections, and for any certificate of occupancy.

**Amend Article 13.01 Building Permits Required** to read:

No building shall be erected, constructed, reconstructed, altered or repaired without a building permit issued by the Building Inspector. The Building Inspector is authorized to charge and collect for the Town, the fees for building permits, inspections and certificates of occupancy. The Auburn Board of Selectmen shall be authorized to establish a fee schedule and amend as necessary following required statutory public hearing process.

**Are you in favor of the adoption of Amendment No 4 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:**

**Amend Article 13.06 In-Ground Pools** to expand pool barrier requirements to be consistent with NH State Building Code.

**Re-name Article 13.06 Swimming Pool Barrier Requirements**

**Amend Article 13.06 to read:**

All swimming pools installed within the Town of Auburn shall comply with applicable state building codes and amendments under NH RSA 155-A. All pools shall have barrier requirements in place prior to final inspection and issuance of certificate of completion.

**Third:** To see if the Town will vote to approve the cost items for year two of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$9,167 over FY 2016 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Nine thousand one hundred and sixty-seven dollars (\$9,167), such sum representing the negotiated increase over 2016 salaries, fringe benefits and other cost items at the current staffing levels. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Fourth:** To see if the Town will vote to raise and appropriate the sum of Thirty-four thousand six hundred and seventy-five dollars (\$34,675) to implement a mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis. **(Recommended by the Board of Selectmen) (Not Recommended by the Budget Committee)**

**Fifth:** To see if the Town will vote to raise and appropriate the sum of Forty-two thousand dollars (\$42,000) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no additional amount to be raised by taxation in 2017. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**



**Sixth:** To see if the Town will vote to raise and appropriate the sum of Thirteen thousand dollars (**\$13,000**) to be placed into the Accrued Benefits Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no additional amount to be raised by taxation in 2017. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Seventh:** To see if the Town will vote to raise and appropriate the sum of Fifteen thousand five hundred dollars (**\$15,500**) to purchase a Radar Message Sign for the Auburn Police Department; and to authorize the Board of Selectmen to accept Seven thousand seven hundred and fifty dollars (\$7,750) received through New Hampshire Department of Safety, Office of Highway Safety grant, with the balance of \$7,750 to be raised by taxes. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

**Eighth:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA Chapter 35 for the purpose of designing and constructing a storage garage for Town departments on the property of the Safety Complex; to raise and appropriate the sum of One hundred forty-one thousand dollars (**\$141,000**) to be placed in this fund, and to designate the Board of Selectmen as agents to expend. The \$141,000 will be transferred from the unexpended fund balance (surplus) as of December 31, 2016. **(Recommended by the Board of Selectmen) (Recommended / Not Recommended by the Budget Committee)**

**Ninth:** To see if the Town will vote to raise and appropriate the sum of Four thousand five hundred dollars (**\$4,500**) to be placed into the Cemetery Maintenance Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no additional amount to be raised by taxation in 2017. **(Recommended by the Board of Selectmen) (Recommended / Not Recommended by the Budget Committee)**

**Tenth:** To see if the Town will vote to adopt the provisions of RSA 72:28-b, All Veterans' Tax Credit? If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from services and is not eligible for or receiving a credit under RSA 72:28 or RSA 72:35. If adopted, the credit granted will be \$500, the same amount as the standard or optional veterans' tax credit voted by the Town under RSA 72:28.

**Eleventh:** To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,216,772**? Should this article be defeated, the default budget shall be **\$5,199,808**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article.

**Twelfth:** To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this \_\_\_\_th day of January 2017.

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James F. Headd, Chairman

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Richard W. Eaton, Selectman

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Dale W. Phillips, Selectman  
Auburn Board of Selectmen

*Working together is success.*  
— Henry Ford



## Town of Auburn, NH Goal Setting Session

December 2, 2016

**Primex**  
NH Public Risk Management Exchange

Center for  
**Public Sector**  
Advancement

Promoting Excellence in the Public Sector

## Purpose and Intended Result of the Session

The purpose of the session was for the Board of Selectmen and Town Administrator to come together to lay the horizon for the Town and establish goals and strategies that will help guide the Town over the next twelve (12) months.

## Participants

James Headd - Board Chair

Richard Eaton

Dale Phillips

Bill Herman - Town Administrator

*The exercise was facilitated by:*

Rick Alpers, Risk Management and Member Services Consultant, Primex<sup>3</sup>

Shelley Walts, Member Service Consultant, Primex<sup>3</sup>

## 2016 Discussion

The session began with the Board and Town Administrator identifying what is going well within the Town and what needs work or improvement.

## What is Going Well within the Town of Auburn

- Amicable employee environment with good people/good positions and improved culture
- Town's physical location to major routes is ideal
- Management of Town going well-transparency- citizens seem to recognize this
- Team environment
- Smooth budget process for 2017-more direction and expectations were provided this year
- Positive image-good school system
  - ➔ Auburn K-8
  - ➔ Pinkerton Academy for high school
- Auburn continues to grow residentially
- Financially responsible - no debt
- Reasonable tax rate
- Road improvements - major work almost complete, will then move to maintenance
- Relationship with Manchester Water works is good

## What Needs Work/Improvement within the Town of Auburn

- The bypass area is in need of water supply to further develop business growth
- Zoning regulations need review, perhaps updates and enforced
- Need to better manage Town buildings and grounds and recreation fields
- Dealing with “growing pains”- need a more formal process for completion of needed work
  - ➔ Volunteers
  - ➔ Networking
- Water and Sewer to Wellington Business Park
- Manchester Water Works owns 25% of Auburn land

## General Topics for Discussion in 2017

Each Board member and the Town Administrator identified their individual 2-3 priorities for the Town of Auburn to focus on in 2017.

### Jim Headd

1. Expand tax base – encourage business development

### Rick Eaton

1. Study how to get water/sewer to commercial areas
2. Plan for new salt shed for greater capacity
3. Garage for cruisers/storage facility at Public Safety complex
4. Additional staffing in Administrative Support

### Dale Phillips

1. Staffing Town Hall for administrative support; review other departments for additional staffing needs
2. Zoning regulations enforced for commercial/industrial growth and updated
3. Two building projects: Salt Shed and Storage Facility

### Bill Herman

1. Implement MRI reviews
2. Continue to improve Town infrastructure: salt shed, storage facility, road improvements
3. Long term planning for CIP
4. Selling some town-owned properties to get property back on the tax rolls



## Top 2017 Goals

The Board Members and the Town Administrator identified the top goals for the Town of Auburn and to develop a work plan. The goals were formulated from the individual goals listed above. The goals and deadline for an update or completion are listed below.

### **Goal #1 - Study how to expand commercial growth around town with water and sewer extensions and/or update to zoning regulations**

- ✓ To be a continuing topic/study throughout 2017

### **Goal #2 - Continue to explore and plan for a storage building to potentially be located at the Public Safety complex in addition to a larger capacity salt shed**

- ✓ Both building projects need research with potential ballot vote for March 2017
- ✓ If Storage Facility is not on the 2017 warrant, you may need to look at funding and feasibility for 2018

### **Goal #3 - Implement the MRI report recommendations already completed and prepare for the town office review, which should address town office staffing needs and handling of building and grounds**

- ✓ Target of September 2017

### **Goal #4 - Review of Town owned land for potential sale or further Town use**

- ✓ Review proposal of sale properties to be completed by July 2017

## In Closing

Thank you again for allowing us to participate in this important process. Primex<sup>3</sup> appreciates the opportunity to provide assistance to members with goal setting, and help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how “good management is good risk management.”

Center for  
**Public Sector**  
A d v a n c e m e n t



Bow Brook PLace  
46 Donovan Street  
Concord, NH 03301

603-225-2841  
800-698-2364

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

Trust. Excellence. Service.

**Bill Herman**

**From:** Ed Gannon <chief@auburnfire.org>  
**Sent:** Friday, December 30, 2016 9:05 AM  
**To:** Bill Herman  
**Subject:** 2017 Goals

Good Morning Bill,

I wanted you to see the 2017 goals for the Fire Department. Please let me know what you think.

Mr. Ed

**21 Goals for 2017**

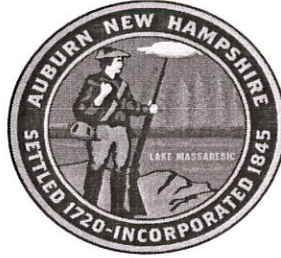
<b>MRI Point</b>	<b>Goals</b>	<b>Lead</b>	<b>Start</b>	<b>Complete</b>
2.1	Plan for full time and call staff to train together	C-1, C-5	1/1/2017	
3.1	NFPA 1221 alarm processing work with DFD FA	C-1	1/1/2017	
3.2	Training programs to improve ISO score	C-1,C-5	1/1/2017	
3.3	Develop Deployment Analysis	C-1	1/1/2017	
3.4	SOG OSHA Two In Two Out	C-2, Safety Team	1/1/2017	
3.6,7,9,10,12	Update All department SOGs	Rick D , SOG Team	1/1/2017	
3.8	Post all Sogs on Web site	Sean	1/1/2017	
4.1	Safer Grant for staffing and recruitment	C-1	1/1/2017	
4.5	Increase Social Media Foot print	Sean, Pat , C-1	1/1/2017	
4.8	Response Stats posted every other month	C-1, 0-5	1/1/2017	
5.1	Plymo System Station 2	C-1, Safety Team	1/1/2017	
5.2	Turnout gear cleaned 3 times per year	C-2,Safety Team	1/1/2017	
5.4	Renovate Sat 2 Inside Phase 1	Sat 2 Team	1/1/2017	
6.6	Tanker 2 Pump and lights	C-1	1/1/2017	
6.9	MDT Car 1, Eng 1, 2 and R1	C-1	1/1/2017	

6.11	Equipment in trucks	Pat, 0-4	1/1/2017	
7.4, 7.5	Mentoring Program	C5, Training Team	1/1/2017	
7.7	60 Training hours per year for each member	C-5, 0-5	1/1/2017	
7.8	24 hours of structure Fire Training Per year	C-5, C-1	1/1/2017	
8.10	Mass Alerts	C-1	1/1/2017	
None	Preplan and Sketch 50% of the commercial properties	C-4	1/1/2017	

--  
Edward Gannon Chief  
603-483-8141

## Town of Auburn

Town Hall  
47 Chester Road  
P.O. Box 309  
Auburn, NH 03032



## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

**To:** Board of Selectmen

**From:** Bill Herman, CPM, Town Administrator

**Date:** January 5, 2017

**Re:** Re-Activation of Auburn Development Authority

One of the goals the Board established for 2017 was to *"study how to expand commercial growth around town with water and sewer extensions and/or update to zoning regulations."*

A means which the Board may want to consider for focusing in this area might be re-constituting the Auburn Development Authority and tasking them with looking at the potential of water and/or wastewater for the area of By-Pass 28 or Rockingham Road / Wellington Business Park.

The Town established the Auburn Development Authority in 1999 *to foster and encourage industrial development within the Town of Auburn*. The main focus turned pretty quickly to securing the former rifle range property on Rockingham Road from the federal government and establishing what has become the Wellington Business Park. This has been a true Auburn success story that still has growth in its future. As of today, the business park currently adds nearly \$11.5 million in assessed value to the Town.

Since 2011, the Town has not appointed members to the Auburn Development Authority. I think with the Wellington Business Park being developed, it was felt their work was completed. With the Board's goal of focusing some effort in this area, you may want to consider re-appointing the Auburn Development Authority to help you bring a focal point to this potential activity.

The Town still carries approximately \$18,000 on the books for the Auburn Development Authority, which you could make available for some professional assistance in examining the potential of bringing water to the area of By-Pass 28 or sewer service to the Wellington Business Park.

Should this be a direction the Board might be interested in heading, you should give some consideration for who you might want to serve on the Authority. The members appointed in 2011 included Michael DiPietro, Michael Meyers, Harland Eaton, James Lagana and Paul Raiche as a Selectmen's Representative.

This is not something the Board should make an instant decision on. We'd suggest the Board should first consider if they wanted to use such a board to bring focus to this potential. And, if you do, then serious consideration should be given to the potential members of the board.

Thank you for your consideration.



## REPORT OF THE BOARD OF SELECTMEN

To the Citizens of Auburn:

We are pleased to submit this annual report to the citizens of Auburn. As you will see, through the pages of the 2016 Auburn Annual Report, you will read about the many and varied activities and accomplishments of the Town departments, boards, commissions and officers during the past year.

The past year has been a busy one on many different fronts —while it has also been a difficult and emotional one on a personal level. It is those times which fully demonstrate the true spirit and compassion of our community.

During the past year, the Town has had complete operational reviews and risk analysis performed on the operations of both the Auburn Fire Department and the Auburn Police Department. Initiated by the Board of Selectmen, these detailed efforts were led by professionals in law enforcement, the fire service, emergency services and public safety. As part of the overall process, the MRI Teams reviewed various reports, budgets and policies of the Fire Department, the Police Department and the Town. In addition the teams met and interviewed community members and officials, as well as members of the fire department and police personnel, in order to gain an understanding of the organizational, operational and management systems and approaches currently in place. These were then compared and contrasted against current best practices in law enforcement, fire services and public safety.

Both reviews were quite in-depth and have provided valuable guidance and recommendations for both of the Town's public safety departments to consider for improvement of their overall operations moving forward. We are intending to have a similar review conducted on Town Hall operations in 2017.

As a Board, we have spent time looking at infrastructure issues of several departments that will need to be addressed within the next few years. Chief among these items are the building of a storage garage adjacent to the Safety Complex and a larger salt storage building for the Highway Department. The anticipated storage garage will serve multiple departments and needs, including three vehicle bays, storage for larger items of evidence and records, and a training area for the Police Department. In addition, there will be storage and workshop space for Parks & Recreation, while the Town Hall will have storage space for election booths & equipment and the winter storage of flags and poles. A larger salt storage facility is needed to ensure the Town is able to acquire and store adequate amounts of road salt for use in the winter months. In recent years, there has been difficulty in securing enough salt as it is needed, which can be addressed by stockpiling a larger supply of material prior to the winter season.

Also during the past year, the Town was able to successfully settle the five year legal dispute Fairpoint Communications initiated with the assessing and taxing of their poles, lines and conduit in Auburn for property tax purposes. Auburn was one of more than 100 communities that had been sued by Fairpoint.

Thank you for allowing us to serve our community as your Board of Selectmen.

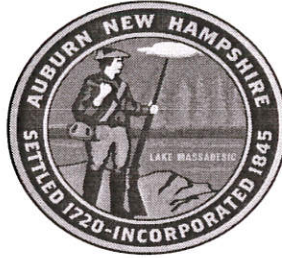
James F. Headd

Richard W. Eaton  
AUBURN BOARD OF SELECTMEN

Dale W. Phillips

## Town of Auburn

Town Hall  
47 Chester Road  
P.O. Box 309  
Auburn, NH 03032



## Town Administrator

William G. Herman, CPM  
Phone: (603) 483-5052 Ext. 111  
Fax: (603) 483-0518  
E-Mail:  
townadmin@townofauburnnh.com

**To:** Board of Selectmen

**From:** Bill Herman, CPM, Town Administrator

**Date:** January 5, 2017

**Re:** Wage Rates for Supervisors of the Checklist

During the budget process, there was a request made by the Supervisors of the Checklist to be considered for a potential pay increase due to the changing nature of their position and the additional work efforts involved with the Election-net system established by the State of New Hampshire.

I think as the Board members have seen firsthand, gone are the days of simply maintaining a file with each voter's completed voter registration card and a list of those individuals who are registered to vote in the Town. Today, the Supervisors still receive completed voter registration cards from each new individual seeking to become an Auburn voter. But from there, the work involves entering the data into the State of New Hampshire voter registration system to verify the individual is not already a voter in another New Hampshire community. The Town's voter checklist used at any given election is now pulled from this overall state system.

At the time of State and National elections, the Checklist Supervisors have hours of work to perform after each election. They are required to scan individually every individual name from the voter checklist used at that election to ensure the individual did not also vote in another community.

While many other New Hampshire communities have had long-standing Supervisors of the Checklist resign or not run for re-election due to the complexities of today's voting systems, Auburn is extremely fortunate to have a Board of Supervisors of the Checklist who have experience with the new system and procedures, and who participate in training sessions concerning change in election laws and how it may affect their work.

Currently, the Supervisors are paid at the hourly rate of \$11.00 per hour. The suggestion has been made that we establish the Supervisors at a place on the Town's wage scale to be in sync with other positions in Auburn. In looking at the scale, it would appear the most compatible position would be that of Board or Committee Secretary, which is established as a Labor Grade 3.

I would propose the Board consider establishing the Supervisors of the Checklist as a Labor Grade 3 on the Town's wage scale, and that all current Supervisors of the Checklist be paid at the rate of Labor Grade 3, Step 1 (\$13.32 per hour) effective January 1, 2017. The current budget would be able to support this rate of pay, and we can budget accordingly in future years based on the scale.

If you are in agreement with this action, it would be appropriate for the Board to formally record the following vote:

*Move to place the positions of Supervisors of the Checklist as a Labor Grade 3 on the Town of Auburn Wage Scale for the sole purpose of establishing a rate of pay for these elected positions effective January 1, 2017.*

Thank you for your consideration.

**Town of Auburn  
Board of Selectmen  
December 19, 2016**

**Selectmen Present:** James Headd, Richard Eaton & Dale Phillips

**Also Present:** Mike DiPietro, Mike & Linda Dross, Michael Rolfe, William Herman, Town Administrator; Denise Royce, Recording Secretary

Mr. Headd called the public meeting to order at 7:01 p.m. and led the audience in the Pledge of Allegiance.

**Approval of Payroll for Week of December 12<sup>th</sup>, 2016**

*Mr. Eaton moved to approve the Payroll Manifest in the amount of \$54,031.90 for the week of December 12<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.*

**Approval of Accounts Payable for Week of December 19<sup>th</sup>, 2016**

*Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$130,819.91 for the week of December 19<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.*

**Consent Agenda – Week of December 19<sup>th</sup>, 2016**

Correspondence

Mr. Headd indicated that there was one correspondence which was a thank you letter to Mr. Ray Racicot for his efforts in the Veterans Memorial Project across the street.

Updated Town Policy

Town of Auburn Policy for Acceptance of Roads – Revised December 5<sup>th</sup>, 2016

*Mr. Eaton moved to approve the Consent Agenda for the week of December 19<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.*

## **PUBLIC NOTICE**

### **Withdrawal & Expenditure from Town Building Capital Reserve Fund**

At this time, Mr. Headd read the Public Notice to the audience for the record as follows:

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, December 19, 2016 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$1,050 from the Town Building Rehabilitation Capital Reserve Fund for the repair and sealing of the stone foundation of the Griffin Free Public Library.

Mr. Headd explained that this was an amount of money that we agreed upon several meetings ago as the work has been accomplished and now it's time to transfer the money to make sure that the bills are paid. Mr. Headd indicated that he would accept a motion in that regard.

***Mrs. Phillips moved to approve the withdrawal and expenditure from Town Building Capital Reserve Fund in the amount of \$1,050 for the repair and sealing of the stone foundation of the Griffin Free Public Library that has been completed; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### **Appointments with the Board**

#### **Town Treasurer Christine Soucie – Investment Policy**

Ms. Soucie began by saying that it was pretty much the same policy that has been in effect for the last several years. The auditors have reviewed it at least once if not more than that and she did look it over and it seems pretty much in order with the RSA's. Ms. Soucie stated that she was just looking for it to be re-adopted which was an annual process that we go through.

Mr. Eaton asked if this was what they talked about back in April or May. Ms. Soucie said it was in October. Ms. Soucie talked a little bit about the process that had occurred this year where they moved money into the pool which had a



little bit better earnings. A brief discussion ensued with regard to the investment policy and what had occurred throughout the year.

The Board thanked Ms. Soucie and Mr. Herman indicated that the Board would need to take a vote on whether to adopt the policy.

***Mr. Eaton moved to adopt the Town of Auburn's Investment Policy for the year 2017; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

Ms. Soucie wanted to ask the Board that now that the tax money has come in there is again excess cash if the Board is willing they can move more money into the pool or if they want to keep it at TD Bank that would be fine too. The pool is performing better on interest rates and it is very easy to move the money down as we need it. TD Bank has talked with her about doing a CD with them at the same interest rate as the pool so there was another option but preferred the pool because it's a little bit of having your money in two (2) spots rather than one bank. With a CD the problem would be if you needed that money you would need that money you would bring the CD in and there would be penalties and the pool does not have any of that. Mr. Eaton asked if it would be a good idea if they did that. Ms. Soucie said yes and that they have had a relationship with TD Bank for approximately 4 or 5 years now. A brief discussion ensued with both options. The Board agreed with Ms. Soucie to go for it and move the monies and thanked Ms. Soucie for the information.

Mr. DiPietro asked if it needed a motion to move future money. Mr. Herman did not believe that it needed a motion and believed that the Treasurer is authorized to do that under the policy and the other Board members agreed.

#### FY 2017 Budget Items

##### Fertilization Proposal – Eddows Field

Mr. Pat Kelly was present tonight to explain the process of fertilization of Eddows Field and that they did a soil test on the soccer field this past spring and everything look okay and that they only do the soil test every three (3) years or so. Mr. Kelly also indicated that Lime was included in the cost. Mr. Kelly also informed the Board members that if they wanted to get soil testing done on any of the baseball fields that it would be \$20.00 per test. A discussion ensued with regard to testing and fertilization. Mr. Rolfe stated that he had spoken with

Casella Environmental last week and it's too late to do any testing but they will do the soil tests for free. They sell amendments for the soils such as wood ash, limes and fertilizers and believed that fertilizing these fields would cost about \$600 to \$800 with the soil tests for free. Mr. Eaton asked if they would be doing the grub control and stuff. Mr. Rolfe added that if they start applying that stuff then the Board would need to speak with the Conservation Commission because there are no berms around that field. Mr. Eaton also believed that they would need to do something about the irrigation as well. Mr. Rolfe believed the fields truly needed the Lime and that they would only need to apply the fertilizer twice a year. Mr. Rolfe further stated that he had spoken with Mr. McCarthy and that he has used it on his fields in Raymond. Discussion ensued with regard to the different quotes provided by Mr. Kelly. The Board decided to use Mainly Grass at a cost of \$2,800. Mr. Kelly asked the BOS if this was in their budget. Mr. Herman stated that there was no budget but could add it to the BOS budget. Mrs. Phillips believed that we needed to get the irrigation issue under control as well. Mr. Headd talked about the irrigation at Eddows Field and to be able to get it fixed once instead of coming back with band aides. Mr. Kelly explained that Zacks latest proposal was to put the soccer fields on the artesian well and the baseball fields on the dug well and then have the float valve to feed the dug well because we use less water on the baseball fields. Mr. Headd believed they could put the full proposal all together. Mr. Eaton believed that we have to have water and that the well needed to be drilled. Mr. Herman explained that the Budget Committee had the full proposal and they knew what it was and there was no support from a single member of the Budget Committee except for Jim and they do not want to see it back again before the year is over. They took a vote to have the Board come look at it and they feel what is being proposed is a band aide and that it was not going to fix the problem.

Mr. Eaton believed that they would keep working on it. Mrs. Phillips agreed with Mr. Eaton and thanked Mr. Kelly and the rest of the Board Members also thanked Mr. Kelly. Mr. Headd asked for a vote from the Board Members.

***Mrs. Phillips moved to approve the \$2,800 for fertilization of the ball field and to be placed in the Selectmen's budget; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

#### Cemetery Maintenance Expendable Trust Fund

Mr. Headd indicated that he had a Warrant Article for maintenance expendable trust fund. Mr. Headd read the Warrant Article as follows:



*To see if the Town will vote to raise and appropriate the sum of Four thousand-nine hundred dollars (\$4,900) to be placed into the Cemetery Maintenance Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2016 with no additional amount to be raised by taxation in 2017.*

Mr. Herman indicated that it was the dollar amount from the sale of lots for this year. The Board created this fund at the request of the Cemetery Trustees. Their desire then is to put the proceeds of sales into the fund. Mr. Herman pointed out that if the Board wanted to approve it that it would be up to them to decide.

***Mrs. Phillips moved to approve the \$4,900 to be placed in the Cemetery Maintenance Expendable Trust Fund; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.***

### **New Business**

#### Appointment of Library Trustee and Alternate Trustee

Mr. Herman explained that Mrs. Worster resigned her position as the Board of Trustee's as of December 31<sup>st</sup> and the Board of Trustee's has requested that Joe Forest to fulfill Mrs. Worster's term until March and at the same time she is willing to fill his term as an Alternate. They are basically changing seats and titles and that the decision is up to the Board.

***Mrs. Phillips moved to accept Mrs. Worster's resignation from the Library Board of Trustees and allow her to become an Alternate and appoint Mr. Forest to the Library Board of Trustees until March 2017; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.***

#### Nomination of Forest Fire Warden & Deputy Wardens

Mr. Headd explained that the Fire Chief has requested this and Mr. Herman further explained what Chief Gannon was requesting. Mr. Herman began by saying that Chief Gannon has requested the Board of Selectmen to nominate for appointment a number of Auburn individuals to serve as Forest Fire Warden, Deputy Forest Fire Wardens. Mr. Herman indicated that the BOS shall nominate or recommend Edward Gannon to be Forest Fire Warden and to nominate or recommend the following as Deputy Forest Fire Wardens:

- Patrick Glennon
- Alex Phillips
- James R. Saulnier
- Joseph A. Rossino
- Kevin Vail

Mr. Herman further added that the appointment of the Issuing Agent (Fire Permits Only) is up to the Warden and that he has selected Melissa Gates. Mr. Headd thought it was a good group and was in favor of it.

***Mrs. Phillips moved to approve the recommendation for appointment of Edward Gannon as Forest Fire Warden; Patrick Glennon, Alex Phillips, James R. Saulnier, Joseph A. Rossino and Kevin Vail as Deputy Fire Wardens; and Melissa Gates as Issuing Agent; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.***

#### Parks & Recreation Administrative Assistant Position

Mr. Herman explained that the position has been advertised and would be taking applications at least through January 9<sup>th</sup>.

#### Town & School District Training Program – April 18<sup>th</sup>, 2017

Mr. Headd stated that this was a training program that would have the town and school for a training session. Mr. Herman stated that it was as long as the BOS were in favor of this. Mr. Headd thought it was a good idea, and Mrs. Phillips and Mr. Eaton agreed.

#### Salt Storage Building Proposals

Mr. Herman pointed out that we received three (3) timely and we received the fourth on a week late. Mr. Herman stated that they run from a low of \$51,600 which does not include a foundation to a high of \$432,650. Mr. Eaton did not believe this was a good year with the school budget and possibly the new school but asked Mr. Dross if he liked any one of the proposals. Mr. Dross talked about the Iron Horse proposal had a bid for a 32 foot by 48 foot building without a foundation for \$38,750. Mr. Eaton reviewed the proposal and stated that the building was \$38,750 and the foundation was \$36,225 for a total of \$74,975. Mr. Herman pointed out that the foundation on that proposal was block. Mr. Dross reiterated that it was block and that he did not want that. Mr. Eaton suggested that if Mr. Dross had any funds left this year that he could have the foundation

put in and let it set and possibly next year do the building but that this was only a suggestion. Mr. Dross did not believe there would be any funds left over if we keep having weather like this because it eats it up pretty quick. Mr. Dross believed that the town needed to do something quick because they needed more storage. A brief discussion ensued with regard to the salt storage facility. Mr. Eaton believed that Mr. Dross could check with Dulac Foundation. Mr. Eaton commented that if everything passes that it would be tough. Mr. Dross understood and said that it would have to be a poured wall because he did not want a block wall but that they could go ahead and do that for now and see what happens with the school.

***Mr. Eaton made a motion to reject all the bids for the Town of Auburn's Salt Storage Facility at this time; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.***

## **Old Business**

### Safety Complex Garage & Storage Building

Mr. Eaton suggested that they take the \$141,000 and put it into the capital reserve fund and then we would take it out of the unexpended fund. A brief discussion ensued with regard to the safety complex garage & storage building and reviewed the Warrant Article. The Board decided to add the wording "designing and constructing" into the Warrant Article. At this time, Mrs. Phillips made a motion.

***Mrs. Phillips made a motion to recommend adoption of the following Warrant Article: to see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA Chapter 35 for the purpose of designing and constructing a storage garage for Town departments on the property of the Safety Complex; to raise and appropriate the sum of One hundred-forty-one thousand dollars (\$141,000) to be placed in this fund, and to designate the Board of Selectmen as agents to expend. The \$141,000 will be transferred from the unexpended fund balance (surplus) as of December 31, 2016; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.***

### Settlement of Health Trust Return of Surplus Case

Mr. Herman informed the Board that this did settle last week and that Auburn's share was \$5,156.00 at the start and the lawyers received their one-third share of

the settlement for \$1,781.89 and that the Town of Auburn did receive a check today in the amount of \$3,374.11 so basically the money is in-hand.

## **Other Business**

### Meeting with State Representatives & Senator Carson – January 9<sup>th</sup>, 2017

Mr. Headd informed everyone that the next meeting is scheduled for January 9<sup>th</sup>, 2017 and that the Board has invited our new Representatives from the three (3) towns along with Senator Carson to come and speak to them to fill the Board in on what their goals and objectives are and to see what they have to offer.

Mr. Headd stated that this was all he had and asked if anyone else had anything to add.

### Schedule of Deliberative Session 2017

Mr. Herman wanted to inform the Board Members what the potential dates for the Deliberative Session would be. Mr. Herman indicated that the potential dates are February 4<sup>th</sup> which is a Saturday through February 11<sup>th</sup> which is a Saturday and what the Board has done in the past was to pick the first Saturday and then use the second Saturday as a snow date and wanted to verify with the Board if they wanted to do that. Mr. Headd agreed that they should use February 4<sup>th</sup> and February 11<sup>th</sup>.

Mr. Headd asked if there was anything else that needed to come before the Board. Nothing was noted.

## **Minutes**

### December 5<sup>th</sup>, 2016

***Mr. Eaton moved to approve the minutes of the December 5<sup>th</sup>, 2016; Mrs. Phillips seconded the motion; All were in favor, the motion passed unanimously.***

Mr. Headd wished everyone a Merry Christmas and moved to go into Non-Public Session in accordance to RSA 91-A 3. At this time, everyone exited the meeting and the Board entered into non-public session.

## **Non-Public Session**

***Mr. Headd moved to enter into non-public session pursuant to RSA 91-A 3, II (c) Reputation of someone other than a member of the Board; Mr. Eaton seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion passed and the Board entered into Non-Public Session at 7:50 P.M.***

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman and Secretary Royce.

***Mrs. Phillips moved to exit Non-Public Session pursuant to RSA 91-A 3; Mr. Headd seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mr. Eaton – yes, Mr. Sullivan – yes. The motion passed and the Board exited out of Non-Public Session at 7:59 P.M.***

***Mrs. Phillips moved to approve the step increase for Deputy Town Clerk, the Deputy Tax Collector and the Auburn Village Town Crier Editor from a Labor Grade 4, Step 5 to a Labor Grade 4, Step 6 based on a positive performance evaluation; Mr. Eaton seconded the motion; All were in favor, the motion passed unanimously.***

The Board Members and Mr. Herman discussed the Town Hall renovations which would be included in the Town Crier and a sketch is visible for anyone to see at Town Hall.

***Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:00 p.m.***

***Mr. Herman informed the Board that they would not be meeting for the next three weeks due to the holidays and therefore the next Board of Selectmen meeting is scheduled for Monday, January 9<sup>th</sup>, 2017.***