

**Town of Auburn  
Board of Selectmen  
September 10, 2018  
Town Hall  
7:00 p.m.**

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

Approval of Payroll for the Week of September 3, 2018  
Approval of Accounts Payable for the Week of September 10, 2018  
Approval of Consent Agenda – Week of September 10, 2018

**( ) Appointments with the Board**

Appointment and Swearing-In of Fire Chief

Keith Martel – Request for Additional Time Extension for Reclamation Surety for Liberty Hill Subdivision

FY2019 Town Budget Presentation

**( ) New Business**

Appointment of Inspectors of the Election  
Resignation of Zoning Board of Adjustment Member  
Safety Complex Building Issues  
Estimate of FY 2018 Tax Rate

**( ) Old Business**

Reclamation Potential – Acorn Avenue, Joanne Drive and Walnut Drive  
Update on TAP Grant Application

**( ) Other Business**

Workshop Meeting for Parks & Recreation Operations – Thursday, September 13<sup>th</sup> at 4:00 PM

**( ) Minutes**

- August 27, 2018 Site Walk Meeting
- August 27, 2018 Public Meeting
- August 27, 2018 Non-Public Session

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

Consideration of legal advice provided by legal counsel

**( ) 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 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: September 4, 2018

Re: Appointment of Fire Chief / Emergency Management Director

As the Board is aware, the Town undertook an extensive recruitment process authorized by the Board to secure the best individual possible to serve the Town of Auburn as Chief of the Auburn Fire Department.

The process, which commenced in mid-June, involved an open advertisement that yielded a total of 15 applicants; a review of applications by a professional panel which determined three candidates to be advanced to an Assessment Center that involved a panel interview by local residents and an oral board by a professional fire & EMS panel; a second interview by the Board of Selectmen; a recommendation from the Auburn Volunteer Firemen's Association and a background review.

Through this process, the Board of Selectmen selected Michael O. Williams of Hooksett for the position of Fire Chief / Emergency Management Director.

At this point, it would be appropriate for the Board to formalize the result of their process and decision by voting on the record to appoint Mr. Williams to this position.

To complete this effort, the appropriate motion would be as follows:

*Move to appoint Michael O. Williams of Hooksett as the Town of Auburn Fire Chief and Emergency Management Director for a term of office to expire in March 2020 and to approve an initial annual salary of \$27,000.*

Thank you for your consideration.

# APPOINTMENT OATH OF OFFICE

To Michael O. Williams of Hooksett in the County of Merrimack

WHEREAS, there is a vacancy for the position of Fire Chief / Emergency Management Director in the Town of Auburn and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **Michael O. Williams as Fire Chief / Emergency Management Director** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire in March 2020 or upon the selection of your successor.

Given under our hands this 10th day of September 2018

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Selectmen of the Town of Auburn

"I, Michael O. Williams, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Fire Chief / Emergency Management Director for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God."

Signature .....

Address .....

Phone .....

E-Mail .....

Personally appeared the above named, Michael O. Williams took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

.....

On the \_\_\_\_ day of \_\_\_\_\_ of 2018

Selectman, Moderator,  
Town Clerk or Deputy Town Clerk

Received and Recorded .....

.....

Kathleen A. Sylvia, Town Clerk



September 7, 2018  
File: 195113213

Attention: Mr. William Herman, Town Administrator  
Town of Auburn  
P.O. Box 309, 47 Chester Road  
Auburn, NH 03032-0309

Dear Mr. Herman,

**Reference: Auburn, NH  
Liberty Woods Subdivision  
Site status and Reclamation Surety Evaluation**

At the request of the Town, we visited the subject site on September 6, 2018 to view the status of the site and to evaluate the potential work necessary to reclaim the subject site. It is our understanding that the Developer may not be able to renew the existing site reclamation Letter of Credit (LOC). If the LOC cannot be renewed, the Selectmen may choose to call the LOC prior to its expiration. For this reason, the Town has requested that we identify the work required to reclaim the site, to confirm the adequacy of the reclamation surety being held by the Town.

During our site walk we noted that most of the large cut and fill slopes have been stabilized with vegetation. We did not note areas of erosion beyond the existing silt fence and other erosion control measures in place. The areas that are not stabilized with vegetation are the roadway and a large area where ledge has been previously blasted, as part of the roadway construction. The area of blasted ledge requires filling and moderate grading, prior to being stabilized with loam and seed.

The attached photographs document the condition of the site and show the various areas that would need to be reclaimed. The photos also show the blasted ledge area. Also attached is an aerial photo, showing the overall site and the approximate area that requires reclamation.

Because there is only approximately 25,274 square yards of actual, unstabilized land area, as shown on the aerial map, and the attached reclamation estimate includes items for silt fence, a stone construction entrance and 10% contingency amount, it appears that if the LOC, in the amount of \$176,572 is called, there will be sufficient funds to generate the necessary bid documents, bid the project, perform the necessary, construction phase engineering services, and complete the necessary reclamation work.





September 7, 2018  
Mr. William Herman  
Page 2 of 2

**Reference: Auburn, NH  
Liberty Woods Subdivision  
Site status and Reclamation Surety Evaluation**

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

J. Daniel Tatem  
Project Manager  
Phone: (603) 669-8672  
Fax: (603) 669-7636  
[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

Attachment: Original Reclamation Surety Estimate  
Site Photos  
Aerial Photo of site

- c. Board of Selectmen
  - Ron Poltak, Planning Board Chairman
  - Denise Royce, Planning Department
  - Carrie Cote, Building Inspector
  - Keith Martel, Developer
  - Rene LaBranche, Stantec



February 18, 2016

File: 195113132

**Attention: Mr. Ron Poltak, Chairman**

Auburn Planning Board

47 Chester Road

Auburn, NH 03032

Dear Mr. Poltak,

**Reference: Auburn, NH**

**Liberty Woods Subdivision**

**Tax Map 8 Lot 42**

**Surety and Construction Monitoring Estimates**

Please see the attached Subdivision Improvements Reclamation Surety Estimate for the subject project. The recommended reclamation surety amount is \$176,572.00, which is to be provided to the Town prior to the start of construction. Also, please find the attached Surety Estimate Worksheet, which represents the total estimated construction cost for the subject project, in the amount of \$1,315,483.40. Upon completion of the roadway, the Planning Board typically requires that 2% of this amount (\$26,309.67) be provided for the required 2-year maintenance surety. And last, attached is the Construction Monitoring Estimate. Prior to the preconstruction meeting, the applicant should provide the estimated construction monitoring escrow in the amount of \$34,046.00.

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in blue ink, appearing to read "J. Daniel Tatem", is written over the printed name.

J. Daniel Tatem  
Project Manager

Tel: 603-206-7539

Fax: 603-669-7636

[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

Attachments: Subdivision Improvements Reclamation Surety Estimate  
Subdivision Improvements Surety Estimate  
Construction Monitoring Estimate

c. Keith Martel, Developer  
R. LaBranche, Stantec

**TOWN OF AUBURN, NEW HAMPSHIRE**  
**SUBDIVISION IMPROVEMENTS RECLAMATION SURETY ESTIMATE**

Map 8 Lot 42 Name of Project: **LIBERTY WOODS SUBDIVISION**  
 Date: February 18, 2016

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
<b>1 Reclamation and Erosion Control</b>				
a Silt Fence	3,330	L.F.	\$4.00	\$13,320.00
b Stone Construction Entrance	1	L.S.	\$2,000.00	\$2,000.00
c Grading & Stabilization (Loam & Seed)	29,040	S.Y.	\$5.00	\$145,200.00
			<b>SUBTOTAL</b>	<b>\$160,520.00</b>
<b>2 Contingency (10%)</b>				<b>\$16,052.00</b>
<b>3 Required Surety</b>			<b>TOTAL:</b>	<b>\$176,572.00</b>

Signature: \_\_\_\_\_

Title: J. Daniel Tatem

Date: 2-18-16

Tele. #: (603) 669-8672



**Stantec Consulting Services Inc.**  
5 Dartmouth Drive, Suite 101  
Auburn, NH 03032  
Tel: (603) 669-8672  
Fax: (603) 669-7636

Liberty Woods Site Walk Photographs



#1 – Blasted ledge and crushing area



#2 – Various processed materials with the ledge face in the background



#3 – Stabilized side slopes around cul-de-sac area



#3 – Detention basin and gravel driveway for residential lot





Dearborn Rd

Dearborn Rd

Dearborn Rd

Measure distance

Click on the map to add to your path

Total area: 272,052.03 ft<sup>2</sup> (25,274.46 m<sup>2</sup>)

Total distance: 1.24 mi (2.00 km)



**Bill Herman**

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**From:** Mary Jane Ricker <mricker@theprovidentbank.com>  
**Sent:** Friday, September 07, 2018 4:14 PM  
**To:** Bill Herman  
**Cc:** keith@my-sterling-home.com; 'Pat Panciocco'  
**Subject:** FW: Letter of Credit - please sign and return with fees  
**Attachments:** Libert Woods cover letter and Letter of Credit.pdf

Hello Bill

Here is the request letter and Letter of Credit renewal.

Please let me know if you have any questions and return signed once approved.

Thank you

Mary Jane

Mary Jane Ricker  
Senior Vice President  
Commercial Lending  
The Provident Bank  
115 South River Road  
Bedford, NH 03110  
Email: mricker@theprovidentbank.com  
Office (603) 488-6447  
Cell (603) 369-0777  
[www.TheProvidentBank.com](http://www.TheProvidentBank.com)

[Click here to safely upload and send us your files:](#)





September 7, 2018

Mr. Bill Herman, CPM  
Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032

Dear Mr. Hermann

We are providing you the enclosed 30 day temporary extension for the Liberty Woods Letter of Credit 2016-104, extending its maturity date to October 10, 2018.

The request is to allow us time to review updated financials statements being provided by the accountant, some of which have already been received. The Bank's policy and federal regulations require us to have full financials in our file when completing the routine annual review required by the regulations. The delay we are experiencing should not be viewed as bearing on Mr. Martel's creditworthiness, only that the delivery of this required information has been delayed.

We appreciate your acceptance and understanding and allowing us to time to properly complete our normal required process.

Sincerely,

Mary Jane Ricker  
Senior Vice President

**IRREVOCABLE STANDBY LETTER OF CREDIT 2016-104**

**Date of Issue: September 7, 2018**

**Date of Expiry: October 10, 2018**

**Applicant:**

Liberty Woods, LLC  
724 E. Industrial Drive, Suite 13  
Manchester, NH 03109-5629

**Beneficiary:**

Town of Auburn  
Attn: Board of Selectman  
Chester Road  
Auburn, NH 03032

Dear Board of Selectman:

The Provident Bank hereby establishes its Irrevocable Standby Letter of Credit No. 2016-104 in your favor for the account of Liberty Woods, LLC in the aggregate amount of One Hundred Seventy Six Thousand Five Hundred Seventy-Two and 00/100 Dollars (US \$176,572.00) (the "Stated Amount"). We hereby irrevocably authorize you to draw upon us, in accordance with the terms and conditions hereinafter set forth, by sight draft, an amount not to exceed the Stated Amount.

Signed drafts must be accompanied by an affidavit of Beneficiary certifying that Liberty Woods, LLC has failed to satisfactorily complete the certain improvements as shown in the reclamation Subdivision Surety Estimate for the site plan known as "Liberty Woods Subdivision Tax Map 8, Lot 42, 58 Dearborn Road, Auburn, NH dated May 14, 2016, recorded as Plan No. D-39482 ("Guaranteed Improvements") and the sum of One Hundred Seventy Six Thousand Five Hundred Seventy-Two and 00/100 Dollars (US \$176,572.00) is due.

The Stated Amount shall be permanently reduced by all drafts honored by the Bank hereunder.

The effective date of this Irrevocable Standby Letter of Credit shall be September 7, 2018. This Irrevocable Standby Letter of Credit shall expire on October 10, 2018, unless extended or renewed by the Bank in Bank's sole Discretion.

**\*As of September 7, 2018 this Irrevocable Standby Letter of Credit has been revised to extend the Maturity date to October 10, 2018.**

If the Guaranteed Improvements are not completed by October 10, 2018, the Beneficiary and/or the Applicant shall have the right to request that this Irrevocable Standby Letter of Credit be extended or renewed. If this Irrevocable Standby Letter of Credit is not extended or renewed, and if the Bank has not received a certificate signed by an authorized representative of the Beneficiary stating that the Guaranteed Improvements are complete, then this Irrevocable Standby Letter of Credit automatically be considered to have been called. Without further action of the Beneficiary, The amount of \$176,572.00 (One Hundred Seventy Six Thousand Five Hundred Seventy-Two 00/100). Less any amount then previously partially released, shall forthwith be forwarded, in the form a check to the Treasurer of the Beneficiary.

Demand for payment under this Irrevocable Standby Letter of Credit may be made prior to its expiration at any time during the Bank's business hours on a day which the Bank's main offices is open to the public for the purpose of carrying substantially all of its banking functions (a "Business Day"). Any demand for payment and all other communications to the Bank relative to this Irrevocable Standby Letter of Credit shall be in writing and addressed and presented to The Provident Bank, 5 Market Street, Amesbury, MA 01913, and shall make specific reference to this Irrevocable Standby Letter of Credit by number and identification of the Customer.

If demand for payment is made and presented by you hereunder at or before 12:00 pm local time at the bank Location on a Business Day and provided that such demand for payment conforms to the terms and conditions hererof, payment of the amount demanded shall be made to you in immediately available funds on or before the close of business on the Third Business Day after the Business on which demand for payment and presentation of all necessary documents is made.

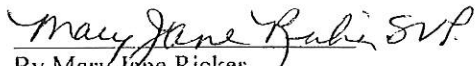
Drafts drawn hereunder must be marked "Drawn under The Provident Bank Irrevocable Standby Letter of Credit No. 2016-104, dated September 7, 2018.

Except so far as stated herein, this Irrevocable Standby Letter of Credit is subject to the International Standby Practices (ISP), International Chamber of Commerce No. 690 ("ISP 98"). This Irrevocable Standby Letter of Credit shall, be deemed to be issued under the Laws of the State of New Hampshire and shall, as to matters not governed by ISP 98, be governed by and construed in accordance with the internal laws (as opposed to conflicts of law provisions) of said state.


This Irrevocable Standby Letter of Credit is not transferable or assignable.

Sincerely,

The Provident bank

  
By Mary Jane Ricker  
Senior Vice President

Agree and Assented to: Liberty Woods, LLC

  
Keith A. Martel, Manager

Agree and Assented to: Town of Auburn

By:  
Its:

## 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: September 7, 2018

Re: Proposed FY 2019 Town Budget

One of the goals established by the Board of Selectmen for 2019 was to adjust the Town budgeting process so that the Board could first receive a complete budget package to be able to see the "big picture" before beginning to meet with each department, board and commission individually.

At the outset, I want to acknowledge the efforts of all the Town departments, officials and employees for working through their own budget processes much earlier in the year than they are used to in order to be able to compile this budget. And Finance Director Adele Frisella should be specifically noted for all of her work to compile the individual pieces to be able to present this total package.

In compiling this budget, we have included all of the budget requests made through the individual departments and have not made any changes to those requests so the Board will see the full depth of the requests. The Board will be able to work through the specifics with the individual department heads, boards and commissions as they usually do when individual units make their budget presentations to the Board.

In very simple terms, the budget requests for FY 2019 total \$6,023,007. This compares to the current 2018 approved Town appropriations of \$5,643,025.

With this document, it is important to note what is included in the budget and what isn't included in the budget as of yet.

- For example, all of the wage lines throughout the budget are included at the current rate of pay for all positions. There is no funding included for any step increases or COLA adjustment.
- Several items such as health insurance, dental insurance, workers compensation and property & liability coverage are included at current rates charged. We have not attempted to estimate rates that have not yet been set. Those rates are normally received in the fall.
- The Town is currently in negotiations with the Auburn Police Union for a new contract that would replace the current contract due to expire on March 31, 2019. Whatever agreement might be reached in terms of cost items covered by the contract is not reflected in the current budget proposal.

- A few one-time items included in the budget proposal is an MRI Operational Review of the Griffin Public Library operations (\$6,500); the Town's 20% matching share of project costs for the proposed multi-use path along NH Route 121 (\$180,832); a review and updating of the Town's wage and salary schedule (\$9,500); replacement of the Town Hall network file server (\$9,000) and a number of capital items requested by the Parks & Recreation Commission totaling \$350,690.
- There are also increases proposed in various operational line items including Master Plan & Regulatory updates by the Planning Board (\$20,000); computer services for the Police Department for the replacement / upgrade of a number of computer work stations (\$30,000); specific identification of the Fire Chief's salary in the Fire Department budget (\$27,000); shimming & overlay in the Highway budget (\$180,000); highway salt (\$180,000); and recreation ice rink (\$13,000)

Hopefully, this advance look at the entirety of the proposed Town budget will be helpful to the Board in preparing for the budget work and review ahead over the next three months.

Thank you for your consideration.

Attachment



Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4130-1-110-1	Finance Director	58,101.52	59,592.31	62,147.08	63,874	43,739.01	64,759	64,759	1.39%	
01-4130-1-110-2	Finance Assistant	44,897.87	45,645.16	46,443.51	49,450	32,440.34	45,500	45,500	-7.99%	
01-4130-1-110-3	Town Administrator	94,412.42	82,025.12	83,942.05	86,898	59,753.93	88,697	88,697	2.07%	
01-4130-1-110-4	Land Use Coordinator	-	44,509.61	45,217.25	48,297	31,979.06	50,243	50,243	4.03%	
01-4130-1-120-0	BOS Secretary	-	-	-	-	-	3,000	3,000	100.00%	
01-4130-1-120-1	Highway Safety Secretary	241.06	107.46	8.11	300	15.00	300	300	0.00%	
01-4130-1-120-2	Assessing Coordinator	606.74	-	-	1	-	1	1	0.00%	
01-4130-1-130-1	Selectman Chair Stipend	3,069.39	3,080.40	3,098.88	3,381	1,644.50	3,473	3,473	2.72%	
01-4130-1-130-2	Selectman Seat Two Stip	2,803.71	2,813.76	2,830.65	3,088	1,418.14	3,172	3,172	2.72%	
01-4130-1-130-3	Selectman Seat Three Stip	2,803.71	2,813.76	2,830.65	3,088	1,502.04	3,172	3,172	2.72%	
01-4130-1-130-4	Trustee of Trust Funds Stipe	275.98	275.98	292.00	301	-	301	301	0.00%	
01-4130-1-130-5	Trustee of Cemeteries Stip	600.00	600.00	-	640	400.00	640	640	0.00%	
01-4130-2-250-1	Selectmen Expenses	3,750.00	3,750.00	3,750.00	3,750	1,875.00	3,750	3,750	0.00%	
01-4130-6-620-1	Town Report	2,250.00	1,172.09	2,043.07	2,000	1,451.27	2,000	2,000	0.00%	
01-4130-6-660-2	Voter Guide	4,100.00	3,289.96	3,700.00	3,700	3,902.60	3,700	4,275	15.54%	
<b>Executive Department Total</b>		<b>217,912.40</b>	<b>249,675.61</b>	<b>256,303.25</b>	<b>268,768</b>	<b>180,120.89</b>	<b>272,708</b>	<b>273,283</b>	<b>1.68%</b>	<b>0</b>
01-4140-1-120-1	Deputy Town Clerk	5,721.57	8,293.85	9,177.29	13,843	3,336.20	15,683	15,683	13.29%	
01-4140-1-120-2	Town Clerk/Tax Collector As	4,659.13	4,112.53	-	1	-	1	1	0.00%	
01-4140-1-130-1	Town Clerk Salary	50,994.06	53,362.45	54,010.06	55,566	38,379.25	56,276	56,276	1.28%	
01-4140-1-165-0	Election Personnel	-	-	4,975.00	8,000	4,150.00	3,000	3,000	-62.50%	
01-4140-1-165-5	Checklist Supervisors	640.00	5,187.25	2,883.65	3,200	883.02	950	950	-70.31%	
01-4140-1-165-9	Booths - Set Up	300.00	1,629.70	-	-	-	-	-	0.00%	
01-4140-6-620-1	Ballots	1,863.92	5,248.05	-	-	-	-	-	0.00%	
01-4140-6-620-2	Record Preservation	5,640.00	-	7,600.00	4,000	-	4,000	4,000	0.00%	
01-4140-6-645-1	Town Clerk Dues & Conf	1,534.32	1,037.53	1,692.20	2,000	725.00	2,000	3,000	50.00%	
01-4140-6-650-1	Law Books	611.26	779.13	1,294.45	700	119.45	700	1,100	57.14%	
01-4140-6-660-0	Election Expenses	-	-	4,595.94	8,000	2,807.07	3,000	3,000	-62.50%	
01-4140-6-660-1	Dog Tags	446.33	411.54	411.54	500	-	500	500	0.00%	
<b>Election, Regis &amp; Vital Stats</b>		<b>72,410.59</b>	<b>80,062.03</b>	<b>86,640.13</b>	<b>95,810</b>	<b>50,399.99</b>	<b>86,110</b>	<b>87,510</b>	<b>-8.66%</b>	<b>0</b>
01-4150-1-120-1	Deputy Tax Collector	12,731.46	7,525.65	13,843.00	8,637	1,637.47	15,683	15,683	81.58%	
01-4150-1-120-2	Deputy Treasurer Stipend	311.06	311.06	330.00	340	-	340	340	0.00%	
01-4150-1-120-3	Budget Comm Secretary	137.80	-	1,000.00	1,763	-	1,000	1,000	-43.28%	
01-4150-1-130-1	Tax Collector Salary	35,426.11	39,686.91	41,167.42	42,450	29,253.37	42,895	42,895	1.05%	
01-4150-1-130-2	Treasurer Stipend	2,352.69	2,361.12	2,515.56	2,643	1,753.56	2,668	2,668	0.96%	
01-4150-3-310-1	Audit	16,579.00	13,818.75	11,500.00	14,000	6,931.91	13,000	13,000	-7.14%	
01-4150-3-310-2	Deed Research	-	210.00	320.00	500	528.00	550	550	10.00%	
01-4150-3-330-2	Annual Assessing Update	26,977.21	28,175.00	27,424.96	86,400	52,259.93	34,000	34,000	-60.65%	
01-4150-6-620-1	Tax Bill Printing	2,283.75	3,494.54	2,776.84	3,000	1,424.56	3,050	3,050	1.67%	
01-4150-6-645-1	Tax Collector Education	1,735.85	946.00	870.00	1,100	800.00	800	1,000	-9.09%	
<b>Financial Administration Tot:</b>		<b>98,534.93</b>	<b>96,529.03</b>	<b>101,747.78</b>	<b>160,833</b>	<b>94,588.80</b>	<b>113,986</b>	<b>114,186</b>	<b>-29.00%</b>	<b>0</b>
01-4153-3-350-1	Legal Expenditures	50,557.37	15,942.87	35,207.48	35,000	14,638.49	35,000	30,000	-14.29%	
01-4153-3-350-2	Labor Relations	9,962.00	4,862.85	6,230.51	7,000	2,088.77	7,000	12,500	78.57%	
<b>Legal Expenditures Total</b>		<b>60,519.37</b>	<b>20,805.72</b>	<b>41,437.99</b>	<b>42,000</b>	<b>16,727.26</b>	<b>42,000</b>	<b>42,500</b>	<b>1.19%</b>	<b>0</b>
01-4155-2-210-1	Health Ins (All Depart)	259,632.44	258,985.33	275,745.55	318,046	215,524.16	285,092	285,092	-10.36%	
01-4155-2-211-1	Dental Ins (All Depart)	14,791.03	15,113.32	15,718.61	14,336	11,879.28	16,396	16,396	14.37%	
01-4155-2-213-1	Disability Ins (All Depart)	9,235.05	7,131.39	6,831.99	7,938	4,878.78	8,457	8,457	6.53%	
01-4155-2-214-1	Life Ins (All Depart)	-	2,150.00	3,275.87	2,772	2,303.16	2,841	2,841	2.50%	



Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4155-2-220-1	General SS	26,605.47	27,114.96	26,861.58	31,275	19,031.00	31,652	31,652	1.21%	
01-4155-2-221-1	Medicare	6,227.52	6,065.36	6,286.48	7,314	4,326.36	7,668	7,668	4.84%	
01-4155-2-230-1	Retirement Group I	43,568.99	40,360.95	40,205.14	41,572	27,950.65	41,395	41,395	-0.43%	
01-4155-2-290-0	Longevity Pay	8,950.00	9,900.00	9,600.00	10,600	-	10,900	10,900	2.83%	
	Personnel Administration To	369,010.50	366,821.31	384,525.22	433,853	285,893.39	404,401	404,401	-6.79%	0
01-4191-1-120-1	Planning&Zoning Secretary	44,673.26	-	-	1	-	1	1	0.00%	
01-4191-2-250-1	P/Z Mileage	575.99	530.28	263.22	500	-	500	500	0.00%	
01-4191-3-320-1	P/Z Engineering Services	-	595.80	378.00	3,000	-	3,000	3,000	0.00%	
01-4191-3-350-1	P/Z Legal Expenditures	9,566.75	15,917.98	14,656.46	21,000	8,307.53	21,000	20,000	-4.76%	
01-4191-3-390-1	P/Z Maps	-	-	(650.00)	250	650.00	250	650	160.00%	
01-4191-3-390-2	Master Plan & Reg Updates	8,444.25	7,823.39	32,879.21	6,900	8,185.50	6,900	20,000	189.86%	
01-4191-3-390-3	P/Z Recording Fees	-	82.30	-	250	-	250	250	0.00%	
01-4191-6-620-1	P/Z Printing	-	-	-	1,000	547.16	1,000	1,000	0.00%	
01-4191-6-645-0	P/Z Dues, Workshops,	920.00	655.00	50.00	1,200	270.00	1,200	1,200	0.00%	
01-4191-6-650-1	P/Z Books	226.95	917.00	167.75	500	-	500	500	0.00%	
01-4191-6-670-1	P/Z Printed Forms &	-	-	-	50	-	50	50	0.00%	
01-4191-6-680-1	P/Z Legal Ads	2,628.24	2,674.47	2,790.75	3,000	1,669.99	3,000	2,000	-33.33%	
	Planning & Zoning Total	67,035.44	29,196.22	50,535.39	37,651	19,630.18	37,651	49,151	30.54%	0
01-4194-1-120-1	Janitorial Salary	13,201.39	11,197.67	11,022.64	14,443	10,306.34	22,608	22,608	56.53%	
01-4194-5-510-1	Town Hall Tele/Internet	-	-	4,594.77	5,100	2,585.20	4,500	4,500	-11.76%	
01-4194-5-510-2	Highway Tele/Internet	-	-	1,069.73	1,200	771.16	1,200	1,200	0.00%	
01-4194-5-510-3	PD/ACO Tele/Internet	-	-	9,932.18	10,250	6,047.70	10,000	10,000	-2.44%	
01-4194-5-510-4	FD/OEM Tele/Internet	-	-	7,058.86	6,900	5,123.25	7,500	7,500	8.70%	
01-4194-5-510-5	P & R Tele/Internet	-	-	(13.23)	600	-	100	100	-83.33%	
01-4194-5-520-1	Town Hall Electric	8,225.55	6,500.90	4,264.46	4,000	2,474.45	4,800	4,800	20.00%	
01-4194-5-520-2	Highway Electric	-	-	2,561.58	2,800	1,581.86	3,000	3,000	7.14%	
01-4194-5-520-3	Safety Complex Electric	-	-	13,097.53	13,500	9,123.67	13,500	13,500	0.00%	
01-4194-5-520-4	Pingree Hill Electric	-	-	1,993.53	2,200	1,331.54	2,500	2,500	13.64%	
01-4194-5-520-5	P & R Electric	-	-	2,093.10	2,000	1,113.90	2,200	2,200	10.00%	
01-4194-5-530-1	Town Hall Heating	16,596.70	10,417.56	2,377.19	3,940	2,879.53	5,200	5,200	31.98%	
01-4194-5-530-2	Highway Heating	-	-	6,661.49	7,500	2,245.95	4,500	4,500	-40.00%	
01-4194-5-530-3	Safety Complex Heating	-	-	8,862.29	11,000	8,393.86	14,000	14,000	27.27%	
01-4194-5-530-4	Pingree Hill Heating	-	-	2,128.55	2,500	2,048.89	2,500	2,500	0.00%	
01-4194-5-550-1	Repairs & Maintenance	6,418.31	7,759.66	2,760.26	5,900	1,138.93	4,900	4,900	-16.95%	
01-4194-5-550-2	Municipal Property Mowing	28,986.00	25,991.00	25,807.00	28,000	14,060.00	30,000	30,000	7.14%	
01-4194-5-560-1	Plant Costs	1,654.11	1,856.00	4,974.61	4,810	2,881.66	4,660	4,660	-3.12%	
01-4194-6-660-1	Bottled Water	276.48	273.59	325.83	300	151.25	300	300	0.00%	
01-4194-6-660-2	Janitorial Supplies	362.93	126.04	565.21	500	6.26	400	400	-20.00%	
	Government Buildings & Ma	75,721.47	64,122.42	112,137.58	127,443	74,265.40	138,368	138,368	8.57%	0
01-4195-1-120-0	Cemetery Secretary/Admn	-	163.49	-	250	-	250	250	0.00%	
01-4195-1-120-1	Cemetery Salary/Wage	-	2,680.00	1,185.61	600	-	600	600	0.00%	
01-4195-3-380-0	Cemetery Mowing	8,635.00	11,855.00	12,505.00	11,500	7,740.00	12,000	12,000	4.35%	
01-4195-3-380-1	Cemetery Fertilization	1,130.00	1,130.00	1,130.00	1,130	1,794.00	1,800	1,800	59.29%	
01-4195-3-388-0	Cemetery Property Maint	8,741.89	-	8,835.55	7,000	1,046.00	7,000	4,000	-42.86%	
01-4195-3-390-0	Cemetery Mapping	6,876.00	6,132.50	1,022.50	1,500	105.00	1,500	1,500	0.00%	
01-4195-5-550-1	Auburn Village Cemetery	-	-	-	-	-	-	-	0.00%	
01-4195-5-550-2	Longmeadow Cemetery	-	-	4,455.50	2,000	1,046.00	2,000	-	-100.00%	
01-4195-5-660-0	Cemetery Supplies	356.78	722.21	92.50	600	225.74	600	600	0.00%	

Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4195-5-690-0	Cemetery Miscellaneous	52.22	-	206.87	300	-	300	300	0.00%	
01-4195-5-720-0	Cemetery Mileage	-	-	-	300	-	400	400	33.33%	
01-4195-6-645-0	Cemetery Dues & Membersl	20.00	50.00	50.00	100	20.00	100	100	0.00%	
	<b>Cemeteries Total</b>	<b>25,811.89</b>	<b>22,733.20</b>	<b>29,483.53</b>	<b>25,280</b>	<b>11,976.74</b>	<b>26,550</b>	<b>21,550</b>	<b>-14.75%</b>	<b>0</b>
01-4196-6-695-1	Municipal Property Liability	53,727.00	63,935.00	34,909.50	70,714	71,609.00	73,500	73,500	3.94%	
01-4196-6-695-2	Unemployment Comp	980.00	-	92.33	1,191	1,191.00	1,200	1,200	0.76%	
01-4196-6-695-3	Workers' Compensation	20,164.13	16,913.48	38,071.00	40,160	40,160.00	42,000	42,000	4.58%	
01-4196-6-695-4	Ins Retention (Claims)	(7,356.20)	8,033.00	7,556.64	3,000	(4,411.50)	3,000	3,000	0.00%	
	<b>Insurance Total</b>	<b>67,514.93</b>	<b>88,881.48</b>	<b>80,629.47</b>	<b>115,065</b>	<b>108,548.50</b>	<b>119,700</b>	<b>119,700</b>	<b>4.03%</b>	<b>0</b>
01-4197-0-001-1	NH Municipal Association	4,651.00	4,831.00	5,049.00	5,269	5,269.00	5,400	5,400	2.49%	
01-4197-0-001-2	Southern NH Planning	3,215.51	3,268.44	3,412.17	3,560	3,586.35	3,913	3,913	9.92%	
	<b>Advertising &amp; Regional Asso</b>	<b>7,866.51</b>	<b>8,099.44</b>	<b>8,461.17</b>	<b>8,829</b>	<b>8,855.35</b>	<b>9,313</b>	<b>9,313</b>	<b>5.48%</b>	<b>0</b>
01-4199-1-120-1	Village Crier Editor	1,848.08	1,596.59	1,257.08	1,729	586.54	1	1	-99.94%	
01-4199-2-290-2	General Reimbursement	4,217.79	4,136.87	4,246.29	4,200	2,351.78	4,200	4,200	0.00%	
01-4199-3-310-2	General Consulting Services	31,886.19	14,528.75	31,057.68	21,490	8,552.25	24,490	32,490	51.19%	
01-4199-3-340-1	Contracts Software&Maint	28,264.61	44,728.69	31,690.85	33,544	29,975.90	33,544	43,366	29.28%	
01-4199-3-390-1	Tax Map Update	119.50	7,900.00	5,250.00	6,100	2,400.00	6,100	6,100	0.00%	
01-4199-3-390-4	General Recording Fees	431.74	563.13	298.22	600	220.70	600	450	-25.00%	
01-4199-5-410-1	Bank Charges/Fees	-	140.80	393.49	300	282.75	300	320	6.67%	
01-4199-6-610-1	General Office Equipment	5,623.49	4,447.35	6,080.86	5,500	905.23	5,500	5,500	0.00%	
01-4199-6-611-1	Copy Machine Lease	669.00	1,188.00	1,128.39	1,200	653.61	1	1	-99.92%	
01-4199-6-620-3	Newsletter	15,408.85	16,193.00	19,355.39	18,500	10,851.95	18,500	18,000	-2.70%	
01-4199-6-630-1	General Postage	9,617.47	6,516.06	7,467.92	7,500	4,327.35	7,500	7,000	-6.67%	
01-4199-6-645-1	Conferences, Seminars	2,275.21	1,006.25	1,345.39	3,300	2,579.59	3,300	4,000	21.21%	
01-4199-6-670-1	General Office Supplies	7,643.44	5,714.51	4,831.69	7,500	2,802.68	7,500	6,000	-20.00%	
01-4199-6-680-1	General Advertising	1,106.35	754.89	582.56	1,000	298.15	1,000	600	-40.00%	
01-4199-6-690-1	Miscellaneous Budget Exp	95.63	376.80	958.95	750	1,451.89	750	1,250	66.67%	
	<b>General Government Total</b>	<b>109,207.35</b>	<b>109,791.69</b>	<b>115,944.76</b>	<b>113,213</b>	<b>68,240.37</b>	<b>113,286</b>	<b>129,278</b>	<b>14.19%</b>	<b>0</b>
01-4210-1-110-1	Police Chief Salary	82,317.69	83,671.65	83,851.03	85,807	58,859.21	87,369	87,369	1.82%	
01-4210-1-110-2	FT Officers Wages (6)	177,893.83	219,438.08	233,251.06	290,162	189,113.54	318,859	318,859	9.89%	
01-4210-1-110-3	Records Manager	35,977.78	36,225.39	39,913.69	42,256	26,543.13	45,033	45,033	6.57%	
01-4210-1-110-4	Office Manager Wage	46,061.48	47,034.62	48,764.30	51,220	34,121.24	53,172	53,172	3.81%	
01-4210-1-110-5	Police Lieutenant Wage	70,484.18	78,083.94	77,312.01	79,447	54,932.83	79,701	79,701	0.32%	
01-4210-1-110-6	Police Sergeants Wages	64,395.60	72,448.74	49,558.43	64,758	48,647.94	74,048	74,048	14.35%	
01-4210-1-110-7	Police Det. Sergeants	67,563.02	35,382.05	75,922.13	76,840	53,322.58	78,488	78,488	2.14%	
01-4210-1-120-1	PT Officers Wages (6)	136,363.21	111,040.28	73,620.06	87,489	35,664.21	61,757	61,757	-29.41%	
01-4210-1-150-1	DWI & Sobriety	4,280.42	3,630.72	2,832.29	5,000	1,317.03	5,000	5,000	0.00%	
01-4210-1-150-2	Selective Traffic Control	5,113.85	3,280.65	5,741.05	4,000	3,521.16	4,000	4,000	0.00%	
01-4210-1-150-3	Police Witness Fees	1,913.65	1,991.73	1,944.11	2,000	810.97	2,000	2,000	0.00%	
01-4210-1-150-4	PD OHRV	-	-	-	1	-	1	1	0.00%	
01-4210-1-160-1	Shift Differential	1,449.00	4,910.76	6,351.38	6,500	4,585.38	7,000	7,000	7.69%	
01-4210-2-220-1	Police SS	7,986.06	9,805.30	8,859.03	10,459	5,428.47	9,836	9,836	-5.95%	
01-4210-2-221-1	Police Medicare	9,070.09	9,180.28	9,066.62	11,643	6,513.10	11,937	11,937	2.53%	
01-4210-2-235-1	Police Retirement	130,834.22	139,641.03	159,137.11	187,223	127,664.46	200,989	200,989	7.35%	
01-4210-2-290-1	Police Uniforms	7,384.87	7,290.58	8,004.96	7,900	2,540.95	7,900	8,050	1.90%	
01-4210-3-340-1	Police Computer Services	23,945.50	48,146.12	22,385.90	23,500	18,778.21	23,500	30,000	27.66%	
01-4210-3-360-1	Police Custodial Services	6,400.00	6,749.66	7,018.55	7,120	3,665.00	7,120	7,120	0.00%	

Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4210-3-370-1	Police Medical Services	1,284.76	2,675.59	1,350.00	1,200	310.82	1,200	1,200	0.00%	
01-4210-3-390-0	Police Court Prosecutor	14,000.24	15,166.71	18,999.96	19,100	9,883.31	19,100	19,100	0.00%	
01-4210-3-390-1	Police Radar	885.00	970.00	990.62	1,145	575.00	1,145	950	-17.03%	
01-4210-3-390-2	Police Radio Maint	6,908.98	6,469.73	8,299.28	6,200	6,151.05	6,200	5,050	-18.55%	
01-4210-3-390-3	Police Training	4,553.85	2,885.94	5,580.92	5,000	2,513.42	5,000	5,000	0.00%	
01-4210-3-390-4	Police Photography	-	31.92	346.55	300	12.99	300	300	0.00%	
01-4210-3-391-0	Police Public Relations	4,043.96	3,566.52	3,143.19	3,500	3,469.42	3,500	3,500	0.00%	
01-4210-5-560-1	Police Plant Costs	7,411.40	8,037.78	8,233.46	8,000	4,230.81	8,000	7,800	-2.50%	
01-4210-6-610-1	Police Equipment	5,416.56	7,494.95	5,144.07	5,000	6,688.80	5,000	6,000	20.00%	
01-4210-6-610-2	Police Office Equipment	1,446.56	6,883.15	1,740.55	2,000	1,481.89	2,000	2,000	0.00%	
01-4210-6-630-1	Police Postage	589.00	279.30	559.32	600	246.62	600	600	0.00%	
01-4210-6-640-1	Police Subscriptions	3,116.87	3,719.78	3,981.65	4,000	3,691.65	4,000	4,000	0.00%	
01-4210-6-660-1	Police Firearms	5,457.14	5,518.19	6,658.18	5,800	5,130.22	5,800	5,800	0.00%	
01-4210-6-660-2	Police Supplies	2,202.64	2,219.74	587.43	2,250	709.25	2,250	2,250	0.00%	
01-4210-6-660-3	Police Canine Supplies	-	2,822.02	2,481.32	3,000	1,731.49	3,000	3,000	0.00%	
01-4210-6-660-4	Police Commission Exp	134.65	8,860.70	-	100	-	100	100	0.00%	
01-4210-6-670-1	Police Office Supplies	1,861.74	2,094.27	1,609.34	2,250	1,694.23	2,250	2,250	0.00%	
01-4210-6-680-1	Police Advertising	200.00	124.05	80.00	200	87.06	200	200	0.00%	
01-4210-6-690-1	Police Other Contingencies	187.07	317.05	55.50	200	34.02	200	200	0.00%	
01-4210-7-700-1	Police Cruisers	52,357.64	57,617.25	69,092.36	71,520	67,037.51	71,520	74,640	4.36%	
01-4210-7-700-2	Police Motorcycle	4,146.55	3,851.95	3,885.00	3,500	3,094.90	3,500	3,500	0.00%	
01-4210-7-710-1	Police Cruiser Maint	11,465.09	13,966.46	10,570.28	10,550	7,678.91	10,550	10,550	0.00%	
01-4210-7-720-1	Police Cruiser Fuel	25,343.64	18,684.68	19,464.25	25,000	11,011.05	25,000	20,000	-20.00%	
	<b>Police Department Total</b>	<b>1,032,447.79</b>	<b>1,092,209.31</b>	<b>1,086,386.94</b>	<b>1,223,740</b>	<b>813,493.83</b>	<b>1,258,124</b>	<b>1,262,349</b>	<b>3.16%</b>	<b>0</b>
01-4215-3-390-1	Derry Ambulance Service	66,184.00	72,802.50	80,082.50	83,896	83,896.00	84,735	84,735	1.00%	
	<b>Ambulance Total</b>	<b>66,184.00</b>	<b>72,802.50</b>	<b>80,082.50</b>	<b>83,896</b>	<b>83,896.00</b>	<b>84,735</b>	<b>84,735</b>	<b>1.00%</b>	<b>0</b>
01-4220-1-110-0	Fire Full Time Salaries	107,402.06	117,398.20	117,148.22	126,292	79,389.95	126,265	126,265	-0.02%	
	Fire Chief Salary	-	-	-	-	-	-	22,745	100.00%	
01-4220-1-160-1	Fire Personnel Stipend	45,616.19	57,587.38	63,758.94	50,072	17,961.34	50,072	27,327	-45.42%	
01-4220-2-220-1	Fire SS	3,019.24	1,977.68	1,429.52	1,554	499.60	3,510	3,510	125.85%	
01-4220-2-221-0	Fire Medicare	1,448.49	1,752.47	1,723.49	2,576	1,056.30	2,565	2,565	-0.44%	
01-4220-2-235-0	Fire Retirement	28,390.91	29,628.61	33,144.35	40,370	24,873.72	40,437	40,437	0.17%	
01-4220-3-370-1	Fire Occupational Health&	-	1,000.00	-	500	242.00	500	1,000	100.00%	
01-4220-3-390-2	Forest Fires	-	-	-	1	-	1	1	0.00%	
01-4220-3-390-3	Fire Equipment Maint	3,054.29	4,195.64	1,035.11	4,200	4,513.38	4,200	4,500	7.14%	
01-4220-3-390-4	Fire Radio Repair	1,081.20	860.52	1,111.32	1,000	100.00	1,000	1,000	0.00%	
01-4220-3-390-5	Derry Dispatch	41,674.00	43,757.00	45,944.50	48,242	48,241.50	50,000	50,000	3.64%	
01-4220-3-390-7	Fire & Rescue Training	17,783.56	17,473.11	13,516.11	17,000	3,216.47	17,000	20,000	17.65%	
01-4220-3-390-8	Fire Hazmat	5,987.07	6,290.23	6,556.68	6,700	6,687.56	6,700	6,700	0.00%	
01-4220-5-550-1	Fire Building Maintenance	13,650.74	9,464.76	11,478.96	9,000	11,762.30	9,000	10,000	11.11%	
01-4220-6-610-1	Fire & Rescue New Equip	16,094.99	33,383.88	19,282.15	15,000	3,830.74	15,000	16,000	6.67%	
01-4220-6-610-4	Fire New Radios	3,726.70	4,214.25	3,443.77	4,200	483.25	4,200	7,800	85.71%	
01-4220-6-610-6	Fire SCBA Maintenance	4,515.56	4,383.76	3,637.54	5,000	1,437.81	5,000	5,000	0.00%	
01-4220-6-611-1	Fire Water Hydrants	9,991.24	12,132.52	9,806.08	10,000	5,307.40	10,000	10,000	0.00%	
01-4220-6-640-0	Fire Dues,Subscrip,Software	-	2,412.54	4,023.10	4,000	1,054.10	4,000	5,000	25.00%	
01-4220-6-660-1	Fire Rescue Supplies	1,557.85	1,989.87	4,692.20	2,000	1,168.45	2,000	3,000	50.00%	
01-4220-6-660-2	Fire Protective Clothing	9,266.35	12,198.42	10,135.77	14,000	7,630.65	14,000	14,000	0.00%	
01-4220-6-670-1	Fire Office&Cleaning Supp	5,732.25	3,521.50	2,500.76	2,500	2,425.97	2,500	2,500	0.00%	
01-4220-6-690-1	Fire Misc Grant	8,065.60	7,972.05	7,236.00	7,236	750.00	7,236	5,000	-30.90%	

Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4220-6-690-2	Fire Dry Hydrants	605.01	665.57	520.74	500	-	500	2,000	300.00%	
01-4220-6-690-3	Fire Information Tech	-	-	-	2,000	2,355.00	2,000	5,000	150.00%	
01-4220-7-700-1	Fire Truck Lease/Purchase	19,212.14	13,024.82	6,513.41	-	-	-	-	0.00%	
01-4220-7-710-1	Fire Truck Maintenance	24,703.62	18,282.98	19,099.19	34,000	31,293.66	34,000	37,000	8.82%	
01-4220-7-720-1	Fire Apparatus Fuel	14,588.19	8,055.98	7,696.78	9,000	4,624.04	9,000	9,000	0.00%	
	<b>Fire Department Total</b>	<b>387,167.25</b>	<b>413,623.74</b>	<b>395,434.69</b>	<b>416,943</b>	<b>260,905.19</b>	<b>420,685</b>	<b>437,349</b>	<b>4.89%</b>	<b>0</b>
01-4240-1-110-1	Building Inspector Salary	54,329.71	53,531.58	54,858.33	57,564	38,588.16	58,275	58,275	1.24%	
01-4240-3-320-1	BI Engineering Services	600.00	-	-	500	-	500	500	0.00%	
01-4240-3-350-1	BI Legal Expenditure	1,312.50	4,714.89	5,438.49	5,000	(1,255.96)	5,000	5,000	0.00%	
01-4240-5-510-1	BI Cell Phone Reimbur	420.00	420.00	600.00	600	300.00	600	600	0.00%	
01-4240-6-610-1	BI Office Equipment	69.99	-	409.99	500	-	500	500	0.00%	
01-4240-6-645-0	BI Dues, Workshop,	3,145.65	3,607.86	1,080.00	3,500	1,605.00	3,500	3,500	0.00%	
01-4240-6-650-1	BI Books	520.80	391.03	240.99	500	-	500	500	0.00%	
01-4240-6-660-1	BI Safety Equipment	-	129.00	109.99	150	-	150	150	0.00%	
01-4240-6-670-1	BI Printing, Forms &	458.34	252.50	350.50	300	-	300	300	0.00%	
01-4240-7-710-1	BI Vehicle Repairs & Maint	365.34	671.38	816.02	750	158.12	750	750	0.00%	
01-4240-7-720-1	BI Fuel/Mileage	1,330.62	554.55	518.05	500	278.42	500	500	0.00%	
	<b>Building Inspection Total</b>	<b>62,552.95</b>	<b>64,272.79</b>	<b>64,422.36</b>	<b>69,864</b>	<b>39,673.74</b>	<b>70,575</b>	<b>70,575</b>	<b>1.02%</b>	<b>0</b>
01-4290-0-550-0	OEM (FEMA) Exp	26,527.58	-	-	1	-	1	1	0.00%	
01-4290-3-390-1	OEM Training	200.00	42.48	-	200	-	200	1	-99.50%	
01-4290-3-395-1	OEM Public Media	-	-	-	8,100	8,100.00	7,500	7,500	-7.41%	
01-4290-5-510-1	OEM Communications	1,014.48	857.20	(53.96)	-	-	-	-	0.00%	
01-4290-6-610-1	OEM Equipment & Gear	-	396.87	293.27	126	-	126	1	-99.21%	
	<b>Emergency Management To</b>	<b>27,742.06</b>	<b>1,296.55</b>	<b>239.31</b>	<b>8,427</b>	<b>8,100.00</b>	<b>7,827</b>	<b>7,503</b>	<b>-10.96%</b>	<b>0</b>
01-4299-0-391-0	Town Details	-	1,084.23	-	1,000	-	1,000	1,000	0.00%	
	<b>Other Public Safety Total</b>	<b>-</b>	<b>1,084.23</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>0.00%</b>	<b>0</b>
01-4312-1-130-1	Highway Road Agent Stip	1,883.61	1,890.36	1,901.70	2,063	1,357.80	2,115	2,115	2.54%	
01-4312-3-385-1	Highway Shimming	81,259.88	120,087.79	99,806.47	130,000	-	130,000	180,000	38.46%	
01-4312-3-385-2	Highway Spr/Summer Stms	-	5,604.25	16,714.56	8,500	3,540.00	8,500	8,500	0.00%	
01-4312-3-385-3	Highways Summer Sub	118,545.00	148,494.00	193,003.07	138,000	133,464.24	138,000	138,000	0.00%	
01-4312-3-385-4	Highway Road Striping	16,757.50	16,830.10	8,569.62	20,000	1,295.00	20,000	20,000	0.00%	
01-4312-3-385-5	Highway Tree/Brush Cut	33,811.00	32,295.00	42,640.00	42,000	23,832.50	42,000	42,000	0.00%	
01-4312-3-385-6	Highway Crack Sealing	-	-	-	1	-	1	1	0.00%	
01-4312-3-385-7	Highway Cold Patch	5,813.00	4,643.75	4,991.45	4,800	4,815.90	4,800	4,800	0.00%	
01-4312-3-385-8	Highway Summer Gravel/	23,031.74	25,991.97	41,802.80	1	764.30	1	1	0.00%	
01-4312-3-385-9	Highway Summer Misc Supr	3,951.69	2,351.67	1,443.72	3,000	120.44	3,000	3,000	0.00%	
01-4312-3-386-3	Highway Winter Sub	423,838.38	312,206.50	496,592.59	382,000	322,155.00	382,000	382,000	0.00%	
01-4312-3-386-4	Highway Winter Salt	153,532.79	139,806.82	163,525.56	170,000	163,748.52	170,000	180,000	5.88%	
01-4312-3-386-5	Highway Winter Sand	9,711.73	-	-	5,000	1,694.17	5,000	5,000	0.00%	
01-4312-3-386-6	Highway Winter Repairs	6,195.33	8,424.40	6,005.94	8,000	6,278.26	8,000	8,000	0.00%	
01-4312-3-387-2	Highway Bridge & Culvert	560.20	6,058.85	7,225.00	5,000	5,401.53	5,000	5,000	0.00%	
01-4312-3-387-4	Highway Guardrails, Gates	1,338.00	250.47	-	1,000	-	1,000	1,000	0.00%	
01-4312-3-388-1	Highway Signs&Safety Equi	3,827.55	988.32	4,616.18	3,500	1,117.92	3,500	3,500	0.00%	
01-4312-3-390-0	Highway Catch Basin Maint	9,070.00	2,100.00	4,295.00	5,000	-	5,000	5,000	0.00%	
01-4312-3-390-2	Highway Storm Water Maint	21,258.75	27,408.50	14,749.02	15,000	-	15,000	15,000	0.00%	
	<b>Highways &amp; Streets Total</b>	<b>914,386.15</b>	<b>855,432.75</b>	<b>1,107,882.68</b>	<b>942,865</b>	<b>669,585.58</b>	<b>942,917</b>	<b>1,002,917</b>	<b>6.37%</b>	<b>0</b>



Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4316-3-390-1	Public Street Lighting	13,284.22	13,034.92	13,963.57	13,500	9,137.50	18,000	18,000	33.33%	
	Street Lighting Total	13,284.22	13,034.92	13,963.57	13,500	9,137.50	18,000	18,000	33.33%	0
01-4324-3-390-1	Solid Waste Hazardous	4,651.50	7,557.66	10,267.07	8,500	602.50	10,400	10,400	22.35%	
01-4324-5-390-0	Landfill Monitoring	9,000.00	4,300.00	9,100.00	10,000	10,200.00	12,000	12,000	20.00%	
01-4324-5-390-1	Roadside PickUp Container	200.00	200.00	-	300	-	300	300	0.00%	
	Solid Waste Disposal Total	13,851.50	12,057.66	19,367.07	18,800	10,802.50	22,700	22,700	20.74%	0
01-4411-1-120-1	Health Officer Stipend	1,472.56	1,483.16	1,624.00	1,672	836.00	1,672	1,672	0.00%	
01-4411-1-120-2	Deputy Health Off Stipend	602.03	474.68	522.00	537	268.50	537	537	0.00%	
01-4411-2-250-1	Health Mileage	25.30	17.28	8.42	100	-	100	100	0.00%	
01-4411-6-645-1	Health Dues & Member	175.00	105.00	255.00	255	35.00	255	255	0.00%	
01-4411-7-720-1	Health Fuel/Mileage	-	-	-	-	-	100	100	100.00%	
	Health Administration Total	2,274.89	2,080.12	2,409.42	2,564	1,139.50	2,664	2,664	3.90%	0
01-4414-1-120-1	Animal Control Salary	16,626.74	17,013.82	17,385.58	18,031	12,393.75	18,315	18,315	1.57%	
01-4414-2-250-1	Animal Control Mileage	925.81	707.94	748.10	600	430.56	600	600	0.00%	
01-4414-3-370-1	Animal Control Medical	-	-	-	200	-	200	200	0.00%	
01-4414-3-390-1	Animal Control Vet Charges	161.50	322.00	65.00	300	20.00	300	300	0.00%	
01-4414-3-390-2	Animal Control Boarding	390.00	400.00	255.00	300	125.00	300	300	0.00%	
01-4414-6-645-1	Animal Control Education	200.00	250.00	150.00	250	-	250	250	0.00%	
01-4414-6-645-2	Animal Control Dues	-	-	40.00	40	40.00	40	40	0.00%	
01-4414-6-660-1	Animal Control Misc	588.70	658.25	820.53	750	214.56	750	750	0.00%	
	Animal & Pest Control Total	18,892.75	19,352.01	19,464.21	20,471	13,223.87	20,755	20,755	1.39%	0
01-4415-3-370-1	Visiting Nurse	2,500.00	2,500.00	2,500.00	2,500	-	2,500	2,500	0.00%	
01-4415-3-370-2	CASA	-	-	-	-	-	-	-	0.00%	
01-4415-3-370-3	Red Cross	-	-	-	-	-	-	-	0.00%	
01-4415-3-370-4	Child and Family Services	1,000.00	1,000.00	500.00	500	-	500	500	0.00%	
01-4415-3-370-5	Home Health&Hospice Care	-	500.00	1,000.00	1,000	-	1,000	1,000	0.00%	
01-4415-3-370-6	Lamprey Health Care	500.00	500.00	500.00	500	500.00	500	500	0.00%	
01-4415-3-370-7	Big Brother & Big Sister	-	-	-	-	-	-	-	0.00%	
01-4415-3-390-1	SocialServices-Meals/Whee	1,114.00	1,114.00	1,300.00	1,375	1,375.00	1,375	1,375	0.00%	
	Health Agencies & Hospitals	5,114.00	5,614.00	5,800.00	5,875	1,875.00	5,875	5,875.00	0.00%	0
01-4442-0-002-1	General Welfare Assist	12,036.35	6,891.55	15,430.83	17,500	6,596.62	17,500	17,000	-2.86%	
01-4442-1-120-1	Welfare Officer Stipend	1,892.03	1,925.34	1,984.99	2,021	334.72	1	1	-99.95%	
	Direct Assistance Total	13,928.38	8,816.89	17,415.82	19,521	6,931.34	17,501	17,001	-12.91%	0
01-4444-3-390-1	RCCAP	4,471.00	4,471.00	4,471.00	4,471	-	4,471	4,471	100.00%	
	Intergovernmental Welfare F	4,471.00	4,471.00	4,471.00	4,471	-	4,471	4,471	10000.00%	0
01-4520-0-001-1	Recreation Senior Trips	10,586.71	8,808.67	6,587.95	7,000	3,547.61	7,000	7,000	0.00%	
01-4520-0-001-2	Recreation Family Events	12,376.64	14,949.36	13,552.42	16,150	12,678.24	16,150	16,150	0.00%	
01-4520-0-001-3	Recreation Basketball Prog	-	-	447.92	1,200	800.00	600	600	-50.00%	
01-4520-0-001-4	Recreation Ski Program	2,601.50	2,655.92	2,799.76	2,800	2,658.55	2,800	2,800	0.00%	
01-4520-0-001-6	Recreation Community Serv	-	400.00	187.98	250	207.30	250	250	0.00%	
01-4520-0-001-7	Recreation Soccer Prog	1,531.70	1,010.00	825.45	1,900	1,432.39	1,900	1,950	2.63%	
01-4520-0-001-8	Recreation Senior Dinners	985.95	1,159.28	1,429.38	1,800	1,651.77	1,800	1,800	0.00%	
01-4520-1-120-1	Recreation Secretary Salary	10,876.09	3,627.77	12,034.24	14,911	10,977.23	17,659	17,659	18.43%	
01-4520-1-120-2	Recreation Maint Worker	17,852.16	25,802.07	23,510.24	27,785	17,290.19	28,338	28,338	1.99%	

Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4520-2-250-1	Recreational Mileage Reimb	365.17	1,196.58	2,108.38	1,200	1,604.33	1,800	1,800	50.00%	
01-4520-3-360-1	Recreation Playground &	926.27	4,210.89	2,289.10	3,000	1,150.73	3,000	3,000	0.00%	
01-4520-5-520-1	Recreation Electricity	2,360.74	2,232.95	-	-	219.00	-	-	0.00%	
01-4520-5-550-0	Recreation General Maint	9,127.02	21,985.71	7,417.75	20,175	15,906.07	20,175	27,275	35.19%	
01-4520-5-550-4	Recreation Ice Rink	150.00	1,183.57	2,502.65	1,800	-	1,800	13,000	622.22%	
01-4520-5-560-1	Recreation Trash Removal	-	-	170.25	600	191.84	600	600	0.00%	
01-4520-5-560-2	Recreation Chemical Toilets	5,188.58	6,223.85	5,380.66	5,400	4,588.55	5,400	5,400	0.00%	
01-4520-5-610-0	Recreation Tools	-	-	-	5,000	5,415.90	5,000	5,000	0.00%	
01-4520-6-670-0	Recreation Office Supplies	455.19	751.12	144.39	200	-	200	200	0.00%	
01-4520-9-940-1	Recreation Improvements	38,574.25	-	-	-	-	-	-	0.00%	
	<b>Parks &amp; Recreation Total</b>	<b>113,957.97</b>	<b>96,197.74</b>	<b>81,388.52</b>	<b>111,171</b>	<b>80,319.70</b>	<b>114,472</b>	<b>132,822</b>	<b>19.48%</b>	<b>0</b>
01-4550-1-110-1	Librarian Salaries	42,749.33	49,796.46	51,842.74	53,781	37,077.39	55,037	55,037	2.33%	
01-4550-1-120-1	Library Assistant Salaries	36,155.69	34,188.99	37,413.45	46,589	28,646.64	52,855	52,855	13.45%	
01-4550-1-120-2	Library Technical Assist	10,026.73	7,940.70	8,852.95	10,218	5,828.22	9,200	9,200	-9.96%	
01-4550-2-220-1	Library SS	5,215.90	5,426.05	5,807.70	6,861	4,228.44	7,260	7,260	5.81%	
01-4550-2-221-1	Library Medicare	1,220.66	1,269.62	1,358.30	1,622	988.89	1,698	1,698	4.68%	
01-4550-2-230-1	Library Retirement	4,681.20	5,562.25	5,845.38	6,120	4,219.42	6,263	6,263	2.34%	
01-4550-3-340-0	Library Operating Exp	36,929.80	37,181.00	38,404.00	44,081	32,994.00	44,081	49,450	12.18%	
	<b>Library Total</b>	<b>136,979.31</b>	<b>141,365.07</b>	<b>149,524.52</b>	<b>169,272</b>	<b>113,983.00</b>	<b>176,393</b>	<b>181,762</b>	<b>7.38%</b>	<b>0</b>
01-4583-0-001-1	Flags	1,641.84	1,899.00	1,482.50	1,850	402.42	1,850	1,500	-18.92%	
01-4583-0-001-2	Auburn Historical Assoc	5,000.00	5,000.00	5,000.00	5,000	5,000.00	5,000	5,000	0.00%	
	<b>Patriotic Purposes Total</b>	<b>6,641.84</b>	<b>6,899.00</b>	<b>6,482.50</b>	<b>6,850</b>	<b>5,402.42</b>	<b>6,850</b>	<b>6,500</b>	<b>-5.11%</b>	<b>0</b>
01-4611-1-120-1	Conserv Secretary Salary	656.21	396.95	416.40	400	433.81	400	400	0.00%	
01-4611-3-390-0	Conserv Profess Services	-	-	-	500	-	500	500	0.00%	
01-4611-3-390-2	Conserv Maps & Supplies	21.50	-	-	350	-	350	350	0.00%	
01-4611-6-645-1	Conserv Education	65.00	82.00	175.00	500	-	500	500	0.00%	
01-4611-6-645-2	Conserv Dues & Member	303.00	353.00	333.00	600	353.00	600	600	0.00%	
01-4611-6-660-1	Conserv Natural Resource Ir	-	-	-	1	-	1	1	0.00%	
	<b>Conservation Administration</b>	<b>1,045.71</b>	<b>831.95</b>	<b>924.40</b>	<b>2,351</b>	<b>786.81</b>	<b>2,351</b>	<b>2,351</b>	<b>0.00%</b>	<b>0</b>
01-4711-4-410-1	Long Term Bond Principle	-	-	-	1	-	1	1	0.00%	
	<b>Principle on LT Bonds &amp; Not</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>0.00%</b>	<b>0</b>
01-4721-4-420-1	Long Term Bond Interest	-	-	-	1	-	1	1	0.00%	
	<b>Interest on LT Bonds &amp; Note</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>0.00%</b>	<b>0</b>
01-4723-4-420-1	Tax Anticipation Interest	-	-	-	1	-	1	1	0.00%	
	<b>Interest on Tax Anticipation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>0.00%</b>	<b>0</b>
01-4790-4-410-1	Cost of Debt Issuance	-	-	-	-	-	-	-		
	<b>Other Debt Service Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>0</b>
01-4901-3-910-3	Recreation Improvements	-	59,189.36	23,922.93	20,000	7,188.50	20,000	350,690	1653.45%	
	<b>Land &amp; Improvements Total</b>	<b>-</b>	<b>59,189.36</b>	<b>23,922.93</b>	<b>20,000</b>	<b>7,188.50</b>	<b>20,000</b>	<b>350,690</b>	<b>1653.45%</b>	<b>0</b>
01-4902-7-700-1	Fire Apparatus Lease/Purc	72,695.61	72,695.61	72,695.61	72,696	72,695.61	120,910	120,910	66.32%	
	<b>Machinery, Vehicles &amp; Equip</b>	<b>72,695.61</b>	<b>72,695.61</b>	<b>72,695.61</b>	<b>72,696</b>	<b>72,695.61</b>	<b>120,910</b>	<b>120,910</b>	<b>66.32%</b>	<b>0</b>



Acct #	Description	Expended 2015	Expended 2016	Expended 2017	Budgeted 2018	Expended YTD 2018	Default 2019	Dept/Comm 2019	% Chg 18/19	BOS 2019
01-4909-9-930-0	Road Reconstruction	705,781.19	936,031.18	752,627.47	700,000	268,431.32	700,000	700,000	0.00%	
	Improvements Other Than B	705,781.19	936,031.18	752,627.47	700,000	268,431.32	700,000	700,000	0.00%	0
General Fund Total		4,770,943.95	5,016,076.53	5,172,751.79	5,343,025	3,386,818.28	5,382,884.19	5,842,175	9.34%	0
01-4312-3-388-3	Highway Special Hwy Grant	-	-	76,615.00	-	4,568.75			0.00%	
01-4901-3-690-0	Mosquito Control	34,675.00	34,575.00	-	-	-			0.00%	
01-4902-7-700-2	Fire Apparatus Purchase	42,374.84			100,000	100,000.00	-	-	-100.00%	
01-4909-0-000-0	Multi-Use Path	-	-	3,621.62	-	14,463.81	-	180,832	100.00%	
01-4915-0-000-0	Old Candia&Raymond Rd	27,207.10	13,410.76	120,724.17						
01-4915-0-000-0	Capital Reserve Trs	60,000.00	84,000.00	55,000.00	200,000	197,879.08				
Total WA		164,256.94	131,985.76	255,960.79	300,000.00	316,911.64	-	180,832.00	-39.72%	
Grand Total		4,935,200.89	5,148,062.29	5,428,712.58	5,643,025.00	3,703,729.92	5,382,884.19	6,023,007.19		

## 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: September 6, 2018

Re: Inspector of the Election Appointments

Pursuant to the provisions of RSA 658:2, the Town Moderator and Town Clerk are requesting the Board of Selectmen appoint the following Auburn registered voters to serve as Inspectors of the Election for a term to expire in July 2019.

These appointments would commence with covering the September 11<sup>th</sup> State Primary Election, and would also cover the November 6<sup>th</sup> General Election and the March 2019 Town and School District elections.

Inspector of the Election:

Barbara Chapman  
Terry Coll  
Cecella Eaton  
Karen Garon  
Amy Lachance  
Judith Minakin  
Patricia Rousseau  
Denise Royce

Appropriate appointment documents have been prepared for the Board's signature for each individual. For the formal record, it would be best for the Board to vote during your meeting to make these appointments. If you are in agreement with these appointments, the appropriate motion would be as follows:

*Move to appoint Barbara Chapman, Terry Coll, Cecella Eaton, Karen Garon, Amy Lachance, Judith Minakin, Patricia Rousseau and Denise Royce as Inspectors of the Election. All appointments would be for a term to expire in July 2019.*

Thank you for your consideration.

From: Robert Beaurivage

Sent: Wednesday, August 29, 2018 4:32 PM

To: mark.wright@mclane.com; Denise Royce <planning@townofauburnnh.com>

Subject: Time to Step Aside

Mark, Denise and Board Members,

Regretfully I feel it appropriate at this time to submit my resignation to the ZBA. Traveling in retirement has caused me to miss numerous meetings and the recent purchase of a property in Florida means being away for five winter months and not satisfying Board responsibilities. Best wishes to the Board, Denise and Carrie. It was a pleasure working with all of you.

Denise would you share this with everyone, not sure that I have correct emails.

Bob Beaurivage

Sent from my iPad

## Town of Auburn

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## Town Administrator

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 5, 2018

Re: Safety Complex Building Items

Within the past few weeks there have been two different incidents at the Safety Complex that are going to result in some expenses that have not been specifically budgeted.

In the Police Department area, it appears the building was struck during the lighting storm on August 14<sup>th</sup>. A security camera was damaged in addition to approximately eight ceiling light fixtures in the main lobby. My understanding is the security camera has been repaired by the contractor with that service. The issue for the ceiling lights was the ballasts were all blown. Those I believe have also been repaired at a cost of approximately \$560.

Glenn Shaw had recommended the department and Town consider converting to LED lighting to save money in the long run. There are a total of 60 electrical light fixtures throughout the Police Department. I have reached out to Eversource who offers an energy conservation program where they will help cover the cost of some conversions such as this in order to reduce the amount of electricity used. With Lillian Deeb's assistance in compiling all of the specific data Eversource required concerning the size of the current fixtures, the number of light bulbs per fixture and the average number of hours per day the fixtures are in use, coupled with manufacturers specification sheets on the proposed replacement fixtures – we have provided the information Eversource requires to determine the total energy savings and, as a result, how much money they may be willing to offer for this project.

Once we have formal information back on the total costs and the amount Eversource might cover, we will come back to the Board for your consideration of the Police Department as a pilot for this type of conversation. If successful, the Town may then want to consider the remainder of the Safety Complex and possibly the Town Hall and the Pingree Hill Fire Station as well.

In the Fire Department, the air conditioning compressor stopped working. My understanding is one of the pipes attached to the compressor gave way, and it resulted in unit overworking and then other parts within the unit burning out. As I understand it, there are four zones within the Safety Complex and the lower level of the Fire Department and front lobby are one zone that this compressor services. AAA Energy Services is the vendor who services the Safety Complex HVAC system, and they provided the Fire Department with an approximate \$2,000.

As an unanticipated item, the Fire Department is wondering whether the Board would consider covering this expense from the Town Building Rehabilitation Reserve Fund.

Thank you for your consideration.

**TOWN OF AUBURN**  
**2017 TAX RATE AND 2018 ESTIMATED TAX RATE**

**Town**

	2017	Tax Rate	2018	Tax Rate
Gross Appropriation:	\$ 5,288,640		\$ 5,643,026	
Less: Revenue	(\$2,691,934)		(\$2,895,600)	
Less: Fund Balance Voted from Surplus	(\$59,900)		(\$300,000)	
Add: Overlay	\$ 46,634		\$ 150,000	
Add: War Service Credits	\$ 165,000		\$ 175,000	
Net Town Appropriations	\$ 2,748,440	\$4.09	\$ 2,768,026	\$3.28

**Local School**

Net Local School Appropriation:	\$ 12,887,848		\$ 28,572,616	
Less: Education Grant	(\$2,156,022)		(\$2,156,022)	
Less: State Education Taxes	(\$1,584,249)		(\$1,604,438)	
Less: Sale of Bonds	\$0		(\$14,300,000)	
Net Local School Appropriation:	\$ 9,147,577	\$13.59	\$ 10,512,156	\$12.47

**State Education**

\$ 1,584,249	\$2.38	\$ 1,604,438	\$2.17
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**County Apportionment**

\$ 734,269	\$1.09	\$ 734,269	\$0.87
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\$21.15

\$18.79

Net Assessed Valuation:

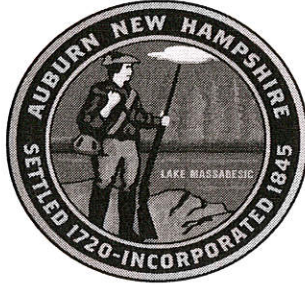
2017 - \$672,981,470

2018 - \$843,039,816



## Town of Auburn

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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: September 7, 2018

Re: Transportation Alternatives Program (TAP) Grant Application

As an update to the Board, we hand-delivered the Town's grant application package to the NH Department of Transportation on the morning of September 7<sup>th</sup> well in advance of the 4 PM submission deadline.

The TAP program is the one which would fund the proposed multi-use path project the Board has discussed at several meetings in the past.

With the submission of Auburn's grant application, there is nothing for the Town to do now except wait for the review process to take place and for a decision to be ultimately announced by the NHDOT Commissioner in late December or early January.

At this point, we have included the Town's required 20% match of funding (\$180,832) in the proposed Town budget for 2019. Should the Town not be successful in securing a grant, the Board will know in time before the 2019 budget process has been completed and you could remove that allocation from the budget.

Thank you for your consideration.

Attachments





# TOWN OF AUBURN

## VIA HAND DELIVERY

September 6, 2018

Thomas Jameson, TAP Program Manager  
NH Department of Transportation  
Bureau of Planning and Community Assistance  
P.O. Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson:

On behalf of the Town of Auburn, I am pleased to submit the enclosed application and support material for consideration in the Round 3 – 2018 funding for the Transportation Alternatives Program (TAP).

The Town of Auburn desires to establish a multi-use path on the west side of Hooksett Road and Chester Road (NH Route 121) between Eaton Hill Road and Shore Drive to provide a connection between other existing bicycle and multi-use paths within our community, in addition to addressing safety concerns for non-motorized users in this immediate area.

Through the TAP funds, the Town is looking to design, permit and construct the proposed project. The estimated cost for this project from planning through construction is estimated to be \$904,159. The Town will be requesting 80% federal TAP Funds in the amount of \$723,327.20, with the Town providing the remaining 20% match of \$180,831.80.

Attached is an index of the application and supporting documents and materials, all of which are in Adobe.pdf format, that are contained on the enclosed USB thumb drive as required. The thumb drive contains a total of 20 PDF files including the main TAP Application document and all supporting attachments.

Thank you for your consideration.

Sincerely,  
TOWN OF AUBURN

William G. Herman, CPM  
Town Administrator

Enclosure

Cc: Board of Selectmen

TOWN OF AUBURN  
TRANSPORTATION ALTERNATIVES PROGRAM (TAP)  
2018 APPLICATION FOR FUNDING  
ATTACHMENTS

NHDOT Transportation Alternatives Program 2018 Application for Funding  
Town of Auburn Multi-Use Path

- 1) Map of Proposed Auburn Multi-Use Path Project
- 2) Engineers Opinion of Probable Construction Cost (6/29/2018)
- 3) Payment in Lieu of Taxes Agreement with Manchester Water Works (Dedication of land for project – Page 6, Section 8)
- 4) Town of Auburn Capital Improvement Plan 2018 – 2023
- 5) Preliminary Plan and Profiles of Auburn Multi-Use Plan – Stantec (11 Sheets)
- 6) Letter of Support – Auburn Board of Selectmen
- 7) Letter of Support – Manchester Water Works
- 8) Letter of Support – Auburn School Board
- 9) Letter of Support – Friends of Massabesic Bicycling Association (FOMBA)
- 10) Photographs – Representative of Pre-Engineered Pedestrian Bridge (3)
  - a. Pre-Engineered Pedestrian Bridge currently in Town of Hooksett
  - b. Pre-Engineered Pedestrian Bridge currently in Town of Hooksett
  - c. Pre-Engineered Pedestrian Bridge being installed in Town of Hooksett
- 11) Photographs – Current Conditions of Route 121 in Auburn Center (3)
  - a. NH Route 121 looking South near Bicentennial Park
  - b. NH Route 121 looking North from entrance to boat launch parking lot
  - c. NH Route 121 looking South approximately 200-feet from boat launch
- 12) "Safe Routes to School" Survey Report – 2013
- 13) Map of Existing 13 Bike Trails in Auburn maintained by FOMBA
- 14) Map of Watershed Property Holdings Owned by Manchester Water Works

			STANTEC PROJECT #	195113285	
			SHEET #		
			MADE BY:	RL	
PROJECT:	Auburn Route 121 Multi-Use Path - Eaton Hill to Shore Rd. (5,340 lf)		CHKD BY:	JDT	
SUBJECT:	Conceptual Level Opinion of Cost		REV BY:	JDT	
DATE:	29-Jun-18		CHKD BY:	RL	
ITEM NUMBER	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL
201.1	CLEARING AND GRUBBING	A	1.5	\$15,500.00	\$23,630.03
201.11	REMOVING SMALL TREES	EA	2	\$347.14	\$694.28
201.22	REMOVING LARGE TREES	EA	7	\$1,930.00	\$13,510.00
201.321	TREE PRUNING AND TRIMMING	LS	1	\$3,550.00	\$3,550.00
201.4	STUMP REMOVAL	EA	36	\$110.00	\$3,960.00
203.1	COMMON EXCAVATION	CY	2250	\$18.50	\$41,625.00
203.2	ROCK EXCAVATION	CY	30	\$302.50	\$9,075.00
203.6	EMBANKMENT-IN-PLACE	CY	220	\$23.45	\$5,159.00
206.1	COMMON STRUCTURE EXCAVATION	CY	50	\$18.50	\$925.00
209.1	GRANULAR BACKFILL	CY	50	\$25.50	\$1,275.00
214.	FINE GRADING	SY	5927	\$1.94	\$11,497.73
304.3	CRUSHED GRAVEL	CY	1580	\$32.50	\$51,364.44
403.11	HOT BITUMINOUS PAVEMENT, MACHINE METHOD - 2" BASE	TON	513	\$110.00	\$56,376.32
403.11	HOT BITUMINOUS PAVEMENT, MACHINE METHOD - 1" TOP	TON	256	\$120.00	\$30,750.72
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	160	\$140.00	\$22,400.00
585.3	STONE FILL CLASS C	CY	14	\$53.90	\$754.60
603.00212	12" R.C. PIPE, 2000D, INCL. SPECIFIED EXCAV.	LF	70	\$36.46	\$2,552.20
603.00215	15" R.C. PIPE, 2000D, INCL. SPECIFIED EXCAV.	LF	200	\$54.00	\$10,800.00
	3x2 BOX CULVERT - EXTENSION	LF	6	\$750.00	\$4,500.00
604.12	DRAIN MANHOLES	U	16	\$2,804.23	\$44,867.68
604.45	ADJUSTING CATCH BASIN DROP INLET GRATE AND FRAMES	EA	6	\$417.31	\$2,503.86
607.00001	WOODEN POST & RAIL PATH BARRIER	LF	1600	\$36.75	\$58,800.00
615.004	RELOCATING TRAFFIC SIGN	U	6	\$70.00	\$420.00
615.02	TRAFFIC SIGN TYPE B	U	15	\$250.00	\$3,750.00
618.6	UNIFORMED OFFICERS	U	1	\$6,500.00	\$6,500.00
618.7	FLAGGERS	HR	280	\$33.00	\$9,240.00
619.1	MAINTENANCE OF TRAFFIC INCLUDING DUST LAYING	U	1	\$5,000.00	\$5,000.00
622.5	REMOVE AND RESET MONUMENTS	EA	10	\$150.00	\$1,500.00
628.2	SAWED BITUMINOUS PAVEMENT	LF	100	\$4.28	\$428.00
632.3106	RETROREFLECT. PAVE. MARKING, 6" LINE	LF	1000	\$1.36	\$1,360.00
632.3112	RETROREFLECT. THERMOPLAS. PAVE. MARKING, 12" LINE	LF	120	\$4.50	\$540.00
632.32	RETROREFLECT. THERMOPLAS. PAVEMENT MARKING, SYMBOL OR WORD	LF	25	\$10.50	\$262.50
632.0118	PAINTED CROSSWALK	LF	675	\$4.50	\$3,037.50
632.9112	OBLITERATE 12-INCH LINE	LF	180	\$3.30	\$594.00
632.92	OBLITERATE SYMBOL OR WORD	SF	150	\$2.88	\$432.00
645.42	MATting FOR EROSION CONTROL	SY	300	\$8.50	\$2,550.00
645.512	TURF ESTABLISHMENT WITH MULCH	SY	3500	\$6.50	\$22,750.00
645.531	SILT FENCE	LF	4000	\$4.62	\$18,480.00
692.	MOBILIZATION	U	1	\$22,500.00	\$22,500.00
700	PRE-ENGINEERED BRIDGE - 30 lf SPAN w/ IPE HARDWOOD DECKING	U	1	\$60,000.00	\$60,000.00
700.1	PEDESTRIAN BRIDGE ABUTMENTS W/ GRAVEL APPROACHES	EA	2	\$25,000.00	\$50,000.00
901	PRECAST CONCRETE HEADWALS	EA	16	\$2,560.00	\$40,960.00
902	CONCRETE HC RAMP WITH TRUNCATED DOMES	EA	8	\$2,500.00	\$20,000.00
	TREATMENT SWALE	SY	298	\$30.00	\$8,940.00
	WETLAND REPLICATION / RAIN GARDEN	SY	300	\$15.00	\$4,500.00
	COORD FOR RELOCATION OF UTILITY POLES / GUYWIRES	LS	1	\$3,500.00	\$3,500.00
				SUB-TOTAL	\$687,815
30%	Design, NEPA, Permitting & Construction Phase Engineering				\$206,344
				TOTAL	\$894,159

**Town of Auburn  
Board of Selectmen  
Site Walk  
Emergency Access Lane  
August 27, 2018**

**Selectmen Present:** James Headd, Richard Eaton and Keith Leclair

**Cemetery Trustees Present:** Don Dollard, Scott Norris and Jim Thompson

**School Board Members Present:** Alan Villeneuve

**Also Present:** Bill Herman, Town Administrator.

The parties met at the parking area for the ice skating rinks at the Safety Complex at 5:30 PM.

Alan Villeneuve reported the proposed area to be used for construction access to the Auburn Village School property had been surveyed and flagged. The stakes in the ground indicate the center line for the proposed access way from the Safety Complex property across property owned by Manchester Water Works to the back portion of the school property.

The proposed road as laid out is approximately one-quarter mile and has been reviewed with officials at Manchester Water Works (MWW). MWW has indicated they will grant a temporary access as proposed for at least the duration of the school construction project. Mr. Villeneuve indicated the appropriate permits for the road, including an alteration of terrain permit with the NH Department of Environmental Services, are in process, and it is hopeful the gravel road would be in place by October.

Don Dollard asked if the School District had considered an alternate way to the school property by coming off of Depot Road through an existing fire road and by improving Campbell's Bridge in order to get to the school property from the opposite direction of the current proposal.

Mr. Villeneuve indicated they hadn't frankly because it was a longer route that involved a greater amount of wetlands and would be more costly to the school project than the chosen path. He also indicated it was too late in the school construction process to attempt to look at a different route than what was currently on the table.

The concern raised by the Cemetery Trustees was that if the current proposed road became permanent and, as a result, become the boundary for potential

expansion of the Auburn Village Cemetery, it would limit that expansion to approximately one-acre of land when the Trustees have informally identified approximately 2.8 acres of land they would like to acquire for future expansion of the cemetery. When asked what the outstanding capacity of the current cemetery is, the Cemetery Trustees estimated theTown likely had capacity for approximately 20 years.

There was general discussion concerning the various items at play overall with the properties including:

- Temporary access to the school property for construction vehicles and activity.
- Potential permanent emergency access road for Town emergency services.
- Granting right-of-way access to the Manchester Water Works over Town property for permanent access to their abutting property.
- Addressing the interest in expanding the Auburn Village Cemetery property.
- Working to correct or formally memorialize property boundaries and parking lot space at the front of the Auburn Village School between the school district and the MWW.

The general consensus reached was that no one wants to hold up the temporary access route for the school construction project due to the timeline for the project. As a result, it appeared unlikely all of the issues could be addressed as a package, so the Town, Cemetery Trustees and School District should consider approaching Manchester Water Works with the remaining items at some point after the temporary access road is formally finalized. It was felt the temporary access road for the school project could be removed at any point following the conclusion of the construction project and not affect the potential of the approximate 2.8-acres of land for the cemetery.

The Town representatives will advance a proposal at some point in the future to Manchester Water Works to attempt to address the outstanding items of interest to all parties.

Don Dollard thanked the Board of Selectmen for including the Cemetery Trustees in this process.

The Site Walk meeting concluded at 6:15 PM.



**Town of Auburn  
Board of Selectmen  
August 27, 2018  
5:30 PM**

**Selectmen Present:** James Headd, Richard Eaton and Keith Leclair

**Others Present:** Paula Marzloff, Dale Phillips, Mickey Rolfe, Road Agent Mike Dross, Mike DiPietro, School Board Chair Alan Villeneuve, School Board Vice Chair Janice Baker, Todd Bedard, Cemetery Trustee Scott Norris, Police Lieutenant Ray Pelton, Fire Chief Bob Seling, Christine McLaughlin, Heather Algozine, Ian Algozine, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Site Walk – Proposed Emergency Access Road**

From 5:30 PM until 6:30 PM Mr. Headd, Mr. Eaton, Mr. Leclair and Mr. Herman performed a Site Walk inspection with members of the Auburn School Board, and Cemetery Trustees at the trail off Eaton Hill Road between the Safety Complex and Auburn Village School.

**Non-Public Session pursuant to RSA 91-A: 3, II (b)** Consideration of hiring an individual as a public employee

*Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of hiring an individual as a public employee. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. With all in favor, the motion passed unanimously.*

The room was closed to the public at 6:30 pm.

The room was reopened to the public at 6:52 pm.

**Call to Order – Pledge of Allegiance**

Mr. Headd called the meeting to order at 7:00 pm and led with the Pledge of Allegiance.

**Approval of Payroll for the Week of August 20, 2018 - \$46,416.35**

*Mr. Eaton motioned to approve the Payroll for the Week of August 20, 2018 in the amount of \$46,416.35. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.*

**Approval of Accounts Payable for the Week of August 27, 2018**

*Mr. Eaton motioned to approve the Accounts Payable for the Week of August 27, 2018 in the amount of \$179,724.01. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.*

## **Approval of Consent Agenda for the Week of August 27, 2018**

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of August 27, 2018 some of which included: one (1) Application of Property Tax Credit Exemptions – Veteran's Credit, one (1) NHMA Legislative Policy Conference Voting Delegate Authorization for James Headd, one (1) support letter for TAP funding, one (1) 50-50 Raffle Permit for the Annual Duck Race on September 8, 2018 and one (1) Tax Collector Warrant/Land Use Change Tax.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of August 27, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **New Business**

### **Pingree Hill Fire Station Drainage Project**

Mr. Herman presented a Memo dated August 21, 2018 together with a sketch drawn by Seth Potter which called for installation of a trench filled with 3/4" stone and a catch basin, and removal of some of the pavement, regrading and repaving. Road Agent Dross advised he and Mr. Rolfe are willing to donate their time and equipment and the cost of materials would be approximately \$2,000 to come from the Road Reconstruction account. Work would commence once work on Lovers Lane is completed.

Mr. Eaton advised it was best to leave the existing gutters, but avoid adding additional new gutters due to the resulting ice dams they would create with inadequate insulation.

### **Liberty Woods Reclamation Bond**

Mr. Herman advised an extension of two weeks had been requested by the financial institution. The Board agreed to grant the request.

***Mr. Eaton motioned to grant Liberty Woods, LLC a two-week extension until September 10, 2018 to renew the letter of credit for the \$176,572 Reclamation Bond. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

## **Old Business**

### **Parks and Recreation Commission Appointments**

Mr. Herman advised Margie McEvoy and David Nye had both been contacted and expressed that they were still interested in serving on Parks and Recreation.

***Mr. Leclair motioned to re-appoint Margie McEvoy to Parks and Recreation for a three-year term expiring in March 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to re-appoint David Nye to Parks and Recreation for a three-year term expiring in March 2021. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### Workshop Meeting for Parks and Recreation Operations

Mr. Herman presented a Memo dated August 20, 2018 relative to the proposed Parks & Recreation Workshop Meeting and the goals of that meeting which include: establishing composition of the Commission, supervision of the Coordinator as Dept. Head, designation of Budget Administrator, Event revenues, and Pay as You Go fees.

The Board agreed that a Wednesday at 4:00 PM would work well and Mr. Herman will schedule the Workshop Meeting.

#### Police Special Details Revolving Fund – Warrant Article

Mr. Herman presented a Memo dated August 22, 2018 regarding the proposed language for the Draft Warrant Article required for administration of the Special Details Revolving Fund which will change the purpose from exclusively payroll and overhead to also include “police related purposes allowed under RSA 31:95-h” (copy of RSA provided) and to limit the expenditure from the account annually to 10%.

Lieutenant Pelton advised the annual percentage should be able to be amended by the Board administratively and not be formally set in the warrant article language. Mr. Herman agreed the statute would allow the Board of Selectmen that authority. Mr. Leclair noted the fund was not expected to sustain the growth rate it has the last couple of years and did not want to exhaust the fund.

The Board was in general concurrence with the proposed language for the warrant article.

#### Update on March 2018 Severe Winter Storm Declaration

Mr. Herman presented an update dated August 24, 2018 concerning the expected timeline of receipt and expected reimbursement from FEMA for the March 13, winter snowstorm.

Ms. Frisella met with FEMA official on August 23, 2018 and it appears the Town will be able to claim \$52,000 in eligible costs and an additional 5% for administrative costs. Assuming 75% reimbursement the Town would expect to receive \$39,000 plus \$2,600 for those administrative costs sometime in the next 60 days.

#### Parking Issue - Rockingham Road

Mr. Herman advised that during the July 30<sup>th</sup> Board meeting, concerns for overflow parking at the Auburn Pitts on Rockingham Road had been discussed and it was recommended the Planning Board review the conditions of the Site Plan Review. Mr. Herman attached a copy of the Planning Board’s draft meeting minutes for August 15, 2018. While it was determined a survey was provided in 2008 depicting the property,

there was no approved Site Plan and thus, no enforcement mechanism for the Planning Board to act upon.

Mr. DiPietro advised there were not that many driveways and the area was pretty flat. These concerns are on the agenda for the Highway Safety Committee to review at their September meeting. The Fire Department will consider the facility's capacity criteria.

### **Other Business**

#### **Paving – Road Agent**

Road Agent Mike Dross stated Lovers Lane was scheduled to be paved on August 29<sup>th</sup>. He said once Lovers Lane is complete, he will do what he can to expedite getting the bills submitted so the Board can know the status of the road reconstruction account. Mr. Dross reported the next work project planned was Acorn Avenue, Joan Drive and Walnut Drive. Mr. Eaton asked the Road Agent to find out reclamation costs for those roads.

#### **School Renovation/Addition & Bus Stop (Juniper Circle) – Chair Alan Villeneuve**

Mr. Villeneuve reported school starts Wednesday. On the construction project, roof fronts have been done. Portables have been made ready for occupancy. The locker rooms are almost done. They are currently working on additional drawings and bids. Work on the addition itself will not commence until after the September 11<sup>th</sup> Primary election.

Mr. Villeneuve advised he had been on the site walk earlier with the Board and the Cemetery Trustees for the proposed construction access road. Permits for the work have been applied for and, as part of that process, the State's Historic Commission required an archaeological site visit of the road section and ballfield. It is expected work on the road can be started 30 days after the report is issued. Appropriate wetlands and alteration of terrain permits have been applied for with the NH Department of Environmental Services.

Mr. Villeneuve stated overall they are not on schedule, but within their schedule.

Mr. Eaton asked about the bus stop off Juniper Circle which was still an unaccepted road. Mr. Eaton suggested allowing residents to voice their concerns about the safety of these or other stops at the Highway Safety meeting. Mr. Villeneuve advised the SAU controls the bus contract, and the bus company determines the actual bus stops. Mr. Herman indicated residents of Juniper Circle are scheduled for the September meeting of the Highway Safety Committee. Mr. DiPietro recommended inviting a representative of the bus company to the meeting.

## Minutes

- August 13, 2018 Public Meeting

***Mr. Leclair motioned to approve the August 13, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

- August 13, 2018 Non-Public Session

***Mr. Leclair motioned to approve the August 13, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

## Adjourn

***Mr. Headd motioned to adjourn the meeting at 7:24 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary



**Town of Auburn  
Board of Selectmen  
August 27, 2018  
Non-Public Meeting Minutes  
RSA 91A:3, II (b)  
(Not Sealed)  
6:30 PM**

**Selectmen Present:** James Headd, Richard Eaton and Keith Leclair

**Others Present:** Michael Williams, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Non-Public Session**

***Mr. Headd motioned to go into Non-Public Session pursuant to RSA 91-A: 3, II (b) Consideration of hiring an individual as a public employee. Mr. Eaton seconded his motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. With all in favor, the motion passed unanimously.***

The room was closed to the public at 6:30 pm.

Michael Williams met with the Board concerning the proposed hiring of Mr. Williams as the Town's new Fire Chief.

Mr. Headd advised the Board was awaiting the results of the background checks before they could finalize the process and formally make the appointment.

Mr. Eaton asked about Mr. Williams proposed schedule. Mr. Williams, who lives nearby in Hooksett, advised he has another full-time job and requires a flexible schedule which may not be the same every week. But he plans to be working days, nights and weekends every week in order to meet Auburn's needs.

Mr. Leclair expressed the Town was used to the Fire Chief having a flexible schedule, and he just wanted to be sure there was time available for all department members with the Chief's schedule.

Mr. Leclair questioned Mr. Williams on an earlier comment he had made he wanted to have clarification on where he expected members to "tow the line." Mr. Williams expressed that when going to a fire call, as an example, he expected call firefighters to pitch in with the full-timers in cleaning up and packing up so they would be ready for the next event, and not leave it with the expectation the full-timers would do everything. Likewise he would expect equal treatment for call firefighters. He further advised if a call firefighter were not making his or her call quota of calls, then he expected the officers to chat with the member and see if there is something that can be done to help. "Sometimes, for example, a wife might be having a baby. Or there has been a job change, or something else that may affect a member's ability to make calls." Each

individual may be different, and he felt the Department needs to be in tune with its members and be supportive as they can be.

Pending SOPS and policies were discussed.

Mr. Leclair summarized some of the concerns he heard when he met with the other officers of the department and wanted to make sure everyone was involved and interested moving forward.

Mr. Eaton asked the Board of Selectmen be kept informed in general terms, and Mr. Williams suggested a monthly meeting update with the Board. Mr. Herman advised Derry Dispatch could generate a one page report of call history for any time period Mr. Williams might want.

Mr. Eaton advised he had the feeling something had been going on at the station that he wasn't aware of. He felt there needs to be a chain of command utilized before there are complaints brought before the Selectmen. He also felt it was important for the firefighters to understand fire equipment belongs to the Town which makes the Board of Selectmen ultimately responsible. He asked Mr. Williams whether he would require the Command Vehicle go home with him or be left at the station. Mr. Eaton cited an incident several years ago in which the Command Vehicle was needed, but not available to the responding firefighters. Mr. Herman noted when the new radios are installed, each truck will have the same and this may no longer be an issue. Mr. Williams did reflect he keeps his gear stored in the Command Vehicle, but would be amiable to whichever was preferred.

Mr. Williams advised he preferred to use his own cell phone, and not carry a separate Town phone.

Mr. Leclair asked about a start date. Mr. Williams advised he was available immediately. Mr. Leclair suggested September 4<sup>th</sup> is the Tuesday after Labor Day. Mr. Williams could be introduced to the public at the next Board meeting which would be September 10<sup>th</sup>.

Mr. Herman advised the letter of conditional offer of employment Mr. Williams had previously accepted was transformed into a contract and he provided a copy to Mr. Williams for review.

Mr. Leclair advised the interim Chief, Mr. Selinga, had expressed that he would like to finish his responsibilities within the next three months, so Mr. Williams would need to find himself another Deputy.

The room was reopened to the public at 6:52 pm.

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary