

**Town of Auburn
Board of Selectmen
September 24, 2018
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of September 17, 2018 -- \$50,521.88

Approval of Accounts Payable for the Week of September 24, 2018

Approval of Consent Agenda – Week of September 24, 2018

() FY 2019 Budget Presentations

- Building Inspector – Carrie Rouleau-Cote
- Election, Registration & Vital Statistics – Kathleen Sylvia
- Animal Control Officer – Jarlene Cornett
- Executive Department – Bill Herman
- Regional Associations – Bill Herman
- Street Lights – Bill Herman
- Other Public Safety – Town Details – Bill Herman
- Debt Service – Bill Herman

() New Business

Bond Release – Tanglewood Drive

Acceptance of Escrow Agreements – H.Q. Properties Realty, LLC

Public Health Threat Declaration

Robie Burial Grounds

Appoint of Assistant Clerk of the Elections

Appointment of Forest Fire Warden

2017 Independent Audit Report

Meeting Schedule for October through December

() Old Business

() Other Business

Workshop Meeting for Parks & Recreation Operations – Wednesday, September 26th at 4:00 PM

() Minutes

- September 10, 2018 Public Meeting
- September 10, 2018 Non-Public Session
- September 13, 2018 Workshop Meeting

() 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."

2019 PROPOSED BUILDING INSPECTOR TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expend	Expend	Expend	Budgeted	Expend YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
Building Inspection										
1	01-4240-3-320-1	Building Inspector Engineering Services	600.00	0.00	0.00	500.00	0.00	500.00	100%	
	Narrative for Column # 6									
	Used for professional engineering services relative to code enforcement and building inspection. When applicable, fees incurred would be reimbursed by developer.									
2	01-4240-3-350-1	Building Inspector Legal Expenditure	1,312.50	4,714.89	5,438.49	5,000.00	-206.38	5,000.00	100%	
	Narrative for Column # 6									
	Used mainly for legal expenses relative to services necessary for zoning compliance. When applicable legal expenses incurred for zoning compliance may be included in settlements, however the majority of code compliance matter are without court action but include legal opinions. 2017-2018 enforcement included matters of illegal construction, parking, site plan compliance. Monetary award of \$2,187.00 granted and received 2018.									
3	01-4240-5-510-1	Building Inspector Cell Phone Reimbursemen	420.00	420.00	600.00	600.00	300.00	600.00	100%	
	Narrative for Column # 6									
	Monthly phone and hotspot to accommodate data plan. Hotspot capabilities in field for electronic inspection reports and access to Internet resources.									
4	01-4240-6-610-1	Building Inspector Office Equipment	69.99	0.00	409.99	500.00	0.00	500.00	100%	
	Narrative for Column # 6									
	To cover expense if replacement of current piece of equipment is necessary.									
5	01-4240-6-645-0	BI Dues, Workshop, Seminars	3,145.65	3,607.86	1,080.00	3,500.00	1,605.00	3,500.00	100%	
	Narrative for Column # 6									
	Includes membership fees to professional associations, monthly building officials training, additional seminars workshops.									
6	01-4240-6-650-1	Building Inspector Books	520.80	391.03	240.99	500.00	0.00	500.00	100%	
	Narrative for Column # 6									
	State Building Code still in flux. 2015 codes did not get adopted, 2018 codes under consideration. Testing no longer available under 2009 codes. This line also utilized for ICC certification testing \$190/Exam.									
7	01-4240-6-660-1	Building Inspector Safety Equipment	0.00	129.00	109.99	150.00	0.00	150.00	100%	
	Narrative for Column # 6									
	Includes clothing items and steel-toed boots and testing equipment for the building inspector. Some of the items purchased do not require replacement on a yearly basis such as hard hat, safety glasses, and inspection testing equipment.									
8	01-4240-6-670-1	Building Inspector Printing, Forms & Supplies	458.34	252.50	350.50	300.00	0.00	300.00	100%	
	Narrative for Column # 6									
	Used for purchase pre-printed forms for electrical, mechanical and plumbing. Department began implementing an on-line permitting option in summer 2017 which should reduce this budget amount in future years. Line also used to purchase business cards, and large scale printed jobs.									
9	01-4240-7-710-1	Building Inspector Vehicle Repairs & Mainten	365.34	671.38	816.02	750.00	158.12	750.00	100%	
	Narrative for Column # 6									
	Oil changes, wipers, battery, contingency for larger repairs.									
10	01-4240-7-720-1	Building Inspector Fuel/Mileage	1,330.62	554.55	518.05	500.00	381.71	500.00	100%	
	Narrative for Column # 6									
	Level funded.									
Grand Total:		8,223.24	10,741.21	9,564.03	12,300.00	2,238.45	12,300.00	100%	0.00	0.00

2019 PROPOSED ELECTION, REGISTRATION & VITAL STATS

TOWN OF AUBURN

1	2	3	4	5	6	7	8	9
Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
					2019		2019	2019
As of December	As of December	As of December	As of December	As of September				

General Fund

Election, Regis & Vital Stats

1 01-4140-1-165-0	Election Personnel	0.00	0.00	4,975.00	8,000.00	4,300.00	3,000.00	38%		
2 01-4140-1-165-5	Checklist Supervisors	640.00	5,107.25	2,883.65	3,200.00	883.02	950.00	30%		
3 01-4140-1-165-9	Booths - Set Up	300.00	1,629.70	0.00	0.00	0.00	0.00			
4 01-4140-6-620-1	Ballots	1,863.92	5,248.05	0.00	0.00	0.00	0.00			
5 01-4140-6-620-2	Record Preservation	5,640.00	0.00	7,600.00	4,000.00	0.00	4,000.00	100%		
6 01-4140-6-645-1	Town Clerk Dues & Conferences	1,534.32	1,037.53	1,692.20	2,000.00	725.00	3,000.00	150%		
7 01-4140-6-650-1	Law Books	611.26	779.13	1,294.45	700.00	119.45	1,100.00	157%		
8 01-4140-6-660-0	Election Expenses	0.00	0.00	4,595.94	8,000.00	2,807.07	3,000.00	38%		
9 01-4140-6-660-1	Dog Tags	446.33	411.54	411.54	500.00	0.00	500.00	100%		
Election, Regis & Vital Stats Total		11,035.83	14,293.20	23,452.78	26,400.00	8,834.54	15,550.00	59%	0.00	0.00
Grand Total:		11,035.83	14,293.20	23,452.78	26,400.00	8,834.54	15,550.00	59%	0.00	0.00
		10,395.83	9,105.95	20,569.13	23,200.00	7,951.52	14,000.00	(37%)		

Run: 9/21/18
9:54AM

2019 PROPOSED ANIMAL CONTROL OFFICER TOWN OF AUBURN

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		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
Animal & Pest Control										
1 01-4414-2-250-1	Animal Control Mileage	925.81	707.94	748.10	600.00	482.34	600.00	100%		
2 01-4414-3-370-1	Animal Control Medical	0.00	0.00	0.00	200.00	0.00	200.00	100%		
3 01-4414-3-390-1	Animal Control Veterinarian Charges	161.50	322.00	65.00	300.00	20.00	300.00	100%		
4 01-4414-3-390-2	Animal Control Boarding	390.00	400.00	255.00	300.00	155.00	300.00	100%		
5 01-4414-6-645-1	Animal Control Education	200.00	250.00	150.00	250.00	300.00	250.00	100%		
6 01-4414-6-645-2	Animal Control Dues	0.00	0.00	40.00	40.00	40.00	40.00	100%		
7 01-4414-6-660-1	Animal Control Miscellaneous	588.70	658.25	820.53	750.00	214.56	750.00	100%		
Grand Total:		2,266.01	2,338.19	2,078.63	2,440.00	1,211.90	2,440.00	100%	0.00	0.00

2019 PROPOSED EXECUTIVE DEPARTMENT TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
						2019		2019	2019
	As of December	As of December	As of December	As of December	As of September				
General Fund									
Executive Department									
1 01-4130-2-250-1	Selectmen Expenses	3,750.00	3,750.00	3,750.00	3,750.00	2,812.50	3,750.00	100%	
2 01-4130-6-620-1	Town Report	2,250.00	1,172.09	2,043.07	2,000.00	1,451.27	2,000.00	100%	
3 01-4130-6-660-2	Voter Guide	4,100.00	3,289.96	3,700.00	3,700.00	3,902.60	4,275.00	116%	
Narrative for Column # 6									
Advanced mailer for deliberative session (printing and postage) \$1,400; Voter guide for March balloting (printing and postage) \$2,875									
Executive Department Total		10,100.00	8,212.05	9,493.07	9,450.00	8,166.37	10,025.00	106%	0.00
Grand Total:		10,100.00	8,212.05	9,493.07	9,450.00	8,166.37	10,025.00	106%	0.00

2019 PROPOSED ADVERTISING & REGIONAL ASSOCIATIONS

TOWN OF AUBURN

	1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of September	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
General Fund									
Advertising & Regional Assoc									
1 01-4197-0-001-1 NH Municipal Association Narrative for Column # 6 NHMA dues on a per capita rate with a 2% rate increase	4,651.00	4,831.00	5,049.00	5,269.00	5,269.00	5,400.00	102%		
2 01-4197-0-001-2 Southern NH Planning Narrative for Column # 6 SNHPL dues basses on 2017 population of 5,492 and dues of \$0.676 per capita representing a 1.7% increase, \$3,713 and Auburn share of Robert Frost Byways, \$200	3,215.51	3,268.44	3,412.17	3,560.00	3,586.35	3,913.00	110%		
Advertising & Regional Assoc Total	7,866.51	8,099.44	8,461.17	8,829.00	8,855.35	9,313.00	105%	0.00	0.00
Grand Total:	7,866.51	8,099.44	8,461.17	8,829.00	8,855.35	9,313.00	105%	0.00	0.00

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2019 PROPOSED PUBLIC LIGHTING (STREET) TOWN OF AUBURN

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Bill
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		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
Street Lighting										
1 01-4316-3-390-1	Public Street Lighting	13,284.22	13,034.92	13,963.57	13,500.00	9,315.68	18,000.00	133%		
Grand Total:		13,284.22	13,034.92	13,963.57	13,500.00	9,315.68	18,000.00	133%	0.00	0.00

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2:35PM

2019 OTHER PUBLIC SAFETY
TOWN OF AUBURN

Page: 1
Bill
ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Requested	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
General Fund										
Other Public Safety										
01-4299-0-391-0	Town Details	0.00	1,084.23	0.00	1,000.00	0.00	1,000.00	100%		
Other Public Safety Total		0.00	1,084.23	0.00	1,000.00	0.00	1,000.00	100%	0.00	0.00
Grand Total:		0.00	1,084.23	0.00	1,000.00	0.00	1,000.00	100%	0.00	0.00

Run: 9/21/18
2:34PM

2019 PROPOSED DEBT SERVICE

TOWN OF AUBURN

Page: 1
Bill
ReportBudgetSF

	1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of September	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
General Fund									
Principle on LT Bonds & Notes									
1 01-4711-4-410-1 Long Term Bond Principle	0.00	0.00	0.00	1.00	0.00	1.00	100%		
Principle on LT Bonds & Notes Total	0.00	0.00	0.00	1.00	0.00	1.00	100%	0.00	0.00
Interest on LT Bonds & Notes									
2 01-4721-4-420-1 Long Term Bond Interest	0.00	0.00	0.00	1.00	0.00	1.00	100%		
Interest on LT Bonds & Notes Total	0.00	0.00	0.00	1.00	0.00	1.00	100%	0.00	0.00
Interest on Tax Anticipation									
3 01-4723-4-420-1 Tax Anticipation Interest	0.00	0.00	0.00	1.00	0.00	1.00	100%		
Interest on Tax Anticipation Total	0.00	0.00	0.00	1.00	0.00	1.00	100%	0.00	0.00
Grand Total:	0.00	0.00	0.00	3.00	0.00	3.00	100%	0.00	0.00

September 20, 2018

Mr. James Headd, Chairman
Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

Re: **Tanglewood Drive (Matam), Station 0+00 to 17+80 (end)**
Maintenance Surety Release Recommendation

Dear Mr. Headd:

On September 19, 2018, the Planning Board voted to recommend The Board of Selectmen approve to release the 2-year maintenance surety that was provided to the Town in December 2015 in the amount of \$13,164.48 for Tanglewood Drive/Tanglewood Estates. Mr. Tatem of Stantec has sent a recommendation letter dated September 12, 2018 of which is attached hereto for your reference. The letter indicates that any recommendations from Stantec have been completed and the surety is ready to be released.

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Sincerely,



Denise Royce
Land Use Administrator

cc: Auburn Planning Board

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
September 19, 2018

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Tom LaCroix, Paula Marzloff & Jess Edwards, Alternates. Keith Leclair, Selectmen's Representative. Minutes recorded by Denise Royce.

Absent: No one.

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight.

MINUTES

Mr. Porter moved to approve the minutes for August 15th, 2018 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed unanimously.

GENERAL BUSINESS

Ara Tamzarian
Tanglewood Estates
Release of Tanglewood Drive
2-year Maintenance Surety

Mr. Poltak began by saying that, the first item on the agenda is the release of surety and explained to the Board the letter from Mr. Tatem of Stantec stating that a site walk was conducted on August 21st and that everything that was recommended has been completed. Mr. Tatem has recommended the release of the 2-year maintenance surety being held by the Town of Auburn in the amount of \$13,164.48. With that said, Mr. Poltak is recommending that the Board release the surety based on the recommendation from Stantec.

Mr. Rolfe asked about the culvert that was all landscaped around it if it would be okay as it is. Mr. Tatem informed Mr. Rolfe that it was not a roadway construction issue and that Mrs. Rouleau-Cote has addressed that from the Building Department. Mr. Poltak also stated that it was not an issue with Mr. Tamarian. Mr. Rolfe explained that, he had driven by and that it was working but that there were no leaves in it now but once it fills with leaves that it would be a different story. Mr. Rolfe explained the issue to everyone that,

a homeowner after moving in has done serious site changes including grassing in the runoff areas and all of the like. It looks pretty but is very dysfunctional. The discussion ended and a motion to release the surety was made.

Mr. Grillo made a motion to recommend the release of the 2-year maintenance surety being held by the Town of Auburn in the amount of \$13,164.48 for Tanglewood Estates'/Tanglewood Drive (Matam), Station 0+00 to 17+80 (end). Mr. Porter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

PUBLIC HEARING

***254 Rockingham Auburn, LLC
254 Rockingham Road, Tax Map 25, Lot 45
Major Site Plan Review
Zoned Industrial
(6,000 sq. ft. Industrial Building)***

Mr. Poltak began by saying that Ms. McCourt was present and turned the discussion over to Ms. McCourt. Ms. McCourt

Mr. Grillo made a motion to accept the Major Site Plan Review for Tax Map 25, Lot 45, 254 Rockingham Road. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Poltak believed the next motion should be relative to approval.

Mr. Grillo made a motion to continue the Public Hearing until October 17, 2018 for Tax Map 25, Lot 45, 254 Rockingham Road. Mr. Porter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

OTHER BUSINESS

Mr. Poltak had a few things he wanted to discuss with the Board members tonight

In ending, Mr. Poltak pointed out to the Board members that they have their list and his plan is to finalize the list so they can make some votes relative to what their priorities are at the second meeting in September.



September 12, 2018

File: 195111260

Attention: Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak,

**Reference: Auburn, NH
Tanglewood Drive (Matam), Station 0+00 to 17+80 (end)
Maintenance Surety Release Recommendation**

At the request of the Town, we met on-site with the Developer on August 21, 2018 to walk the subject roadway to view the condition of the roadway and the related infrastructure improvements, in order to provide a recommendation regarding the release of the \$13,164.48, 2-year maintenance surety, that was provided to the Town in 2016. During our site walk we noted several minor areas of cracking in the wearing course pavement. It was agreed that the Developer would contract with a crack sealing contractor and clean and seal the cracks. As of the date of this letter, the crack sealing has been completed; therefore, we recommend the release of the maintenance surety, currently held by the Town.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

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

c. Mike Dross, Carrie Cote, Jim Headd, Denise Royce, Bill Herman Town of Auburn
Ara Tamzarian, Developer
R. LaBranche, Stantec



December 16, 2015

File: 195111260

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
Auburn, NH 03032-0309

Dear Mr. Poltak:

**Reference: Auburn, NH
Matam Subdivision – Tanglewood Drive, Station 0+00 to 17+75
Road Acceptance & Surety Recommendation**

We visited the site on December 15, 2015 with the Developer, Road Agent and Building Inspector to view the completion of the subject roadway. The remaining work has been completed, with the following administrative items remaining:

1. The roadway ROW deed and associated easements must be provided to the Town for legal review and approval.
2. An acceptable form of surety, equal to 2% of the original surety estimate, in the amount of **\$13,164.48** must be provided to the Town for the required 2-year maintenance surety.

It should be noted that four of the nine houses have not been constructed at this time. Typically, most or all of the house construction is complete prior to roadway acceptance. In consideration of this, during the on-site meeting it was agreed, by all attendees, including Mr. Tamzarian, that Stantec recommend that the Planning Board recommend roadway acceptance to the Board of Selectmen, with the condition that items #1 and #2 are completed and reserving the right to extend the 2-year maintenance surety for up to an additional two years, or until the house construction is complete.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem", written over a horizontal line.

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

c: Ara Tamzarian, Owner
Mike Dross, Road Agent
Rene LaBranche, Stantec

**ESCROW AGREEMENT
BETWEEN
TOWN OF AUBURN, NEW HAMPSHIRE
AND
HQ PROPERTIES REALTY TRUST**

THIS MEMORANDUM OF AGREEMENT, entered into this 20th day of September, 2018, by and between HQ PROPERTIES REALTY TRUST a corporation existing under the laws of the State of New Hampshire with a principal place of business at 29 King Street, County of Rockingham, State of New Hampshire, and a mailing address of 29 King Street, Auburn, NH 03032 (hereinafter referred to as the "Petitioner"), their heirs, successors and assigns, and the PLANNING BOARD of the TOWN OF AUBURN (hereinafter referred to as the "Town"), represents the understanding between the parties with regard to the escrow account required by the Auburn Planning Board in reference to a certain SITE PLAN/SUBDIVISION for the PETITIONER for the property located on 29 King Street, Auburn, NH, identified as Tax Map 25 Lot 47.

WHEREAS, the PETITIONER has received approval of a SITE PLAN all in compliance with the Town of Auburn Zoning Ordinance, Site Plan Rules and Regulations, and Rules and Regulations of the Auburn Planning Board.

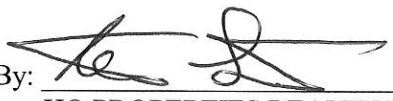
NOW THEREFORE, in consideration of the Auburn Planning Board granting Site Plan Review on plans titled HQ Properties Realty Trust, c/o Matthew J. Scott, Trustee and recorded on _____, 2018 recording #D-_____, it is agreed:

That an escrow account in the amount of **\$6,820.00** will be established with TD Bank North, payable by (HQ Properties Realty Trust, c/o Matthew J. Scott, Trustee) to the Town of Auburn. This escrow of **\$6,820.00** is solely for the purpose of reclamation site plan improvements of the site plan outlined in a letter from Stantec Consulting Services, Inc., dated September 7, 2018.

IN WITNESS WHEREOF, the parties hereto and hereunto set their hands (and seals) the day and year written above.

Denise J Royce
Witness

Witness

By: 
HQ PROPERTIES REALTY TRUST,
MATTHEW J. SCOTT, TRUSTEE

TOWN OF AUBURN, NEW HAMPSHIRE

Selectman

Selectman

Selectman

**ESCROW AGREEMENT
BETWEEN
TOWN OF AUBURN, NEW HAMPSHIRE
AND
HQ PROPERTIES REALTY TRUST**

THIS MEMORANDUM OF AGREEMENT, entered into this 20th day of September, 2018, by and between HQ PROPERTIES REALTY TRUST a corporation existing under the laws of the State of New Hampshire with a principal place of business at 29 King Street, County of Rockingham, State of New Hampshire, and a mailing address of 29 King Street, Auburn, NH 03032 (hereinafter referred to as the "Petitioner"), their heirs, successors and assigns, and the PLANNING BOARD of the TOWN OF AUBURN (hereinafter referred to as the "Town"), represents the understanding between the parties with regard to the escrow account required by the Auburn Planning Board in reference to a certain SITE PLAN for the PETITIONER for the property located on 29 King Street, Auburn, NH, identified as Tax Map 25 Lot 47.

WHEREAS, the PETITIONER has received approval of a SITE PLAN all in compliance with the Town of Auburn Zoning Ordinance, Site Plan Rules and Regulations, and Rules and Regulations of the Auburn Planning Board.

NOW THEREFORE, in consideration of the Auburn Planning Board granting Site Plan Review on plans titled HQ PROPERTIES REALTY TRUST, c/o MATTHEW J. SCOTT, TRUSTEE and recorded on _____, 2018 recording #D-_____, it is agreed:

That an escrow account in the amount of **\$2,125.00** will be established with TD Bank North, payable by (HQ PROPERTIES REALTY TRUST, c/o Matthew J. Scott, Trustee) to the Town of Auburn. This escrow of **\$2,125.00** is solely for the purpose of construction monitoring of the site plan outlined in a letter from Stantec Consulting Services, Inc., dated September 7th, 2018.

IN WITNESS WHEREOF, the parties hereto and hereunto set their hands (and seals) the day and year written above.

Denise S Royce
Witness

By: [Signature]
HQ PROPERTIES REALTY TRUST/
MATTHEW J. SCOTT, TRUSTEE

TOWN OF AUBURN, NEW HAMPSHIRE

Witness

Selectman

Selectman

Selectman



September 7, 2018

File: 195113327

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak:

Reference: Auburn, NH
HQ Properties Site Plan – Map 25 Lot 47
Surety and Site Plan Compliance Monitoring Estimate

Please find attached the reclamation Site Plan Improvements Reclamation Surety Estimate for the subject project. The recommended reclamation surety amount is **\$6,820.00.** In addition, please see the attached Site Plan Compliance Monitoring Estimate. Prior to the preconstruction meeting, the Applicant should provide to the Town the surety and the estimated construction monitoring escrow in the amount of **\$2,125.00.**

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

J. Daniel Tatem
Project Manager
Stantec

5 Dartmouth Drive, Suite 101
Auburn, NH 03032-3984
Phone: (603) 206-7539
Cell: (603) 218-9739
Fax: (603) 669-7636
dan.tatem@stantec.com

Attachments: Reclamation Surety Estimate
Site Plan Compliance Monitoring Estimate

c. Matthew Scott, Owner
Rene LaBranche, Stantec

**TOWN OF AUBURN, NEW HAMPSHIRE
SITE PLAN RECLAMATION ESTIMATE**

Map 25 Lot 47 Name of Project: **HQ PROPERTIES SITE PLAN
SITE RECLAMATION**

Date: September 7, 2018

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 <u>Reclamation and Erosion Control</u>				
a Silt Fence	50	L.F.	\$4.00	\$200.00
b Restoration of Growth	1,500	S.Y.	\$4.00	\$6,000.00
			SUBTOTAL	\$6,200.00
2 10% Contingency				\$620.00
3 Required Surety			TOTAL:	\$6,820.00

**AUBURN, NH
HQ PROPERTIES SITE PLAN
SITE PLAN COMPLIANCE MONITORING ESTIMATE**

<u>Manhour Breakdown:</u>	<u>Hours</u>	<u>Total Hours</u>
1 <u>Erosion Control Maintenance</u>		
1 visits @ 1 hrs. each	1	1
2 <u>Cut & Fill Work</u>		
1 visits @ 1 hrs. each	1	1
3 <u>Drainage System Work</u>		
Detention Basin and Swales		
2 visits @ 1 hrs. each	2	2
4 <u>Parking Area Construction</u>		
Subgrade		
1 visit @ 1 hrs. each	1	
12" Bank Run Gravel		
1 visit @ 1 hrs. each	1	
6" Crushed Gravel		
1 visit @ 1 hrs. each	1	
2.5" Base Course Paving		
1 visit @ 1 hrs. each	1	
Prepaving		
1 visit @ 1 hrs. each	1	
1.5" Wearing Course Paving		
1 visit @ 1 hrs. each	1	
		6
5 <u>Misc.</u>		
Restoration of Growth		
1 visit @ 1 hrs. each	1	
Punch		
1 visit @ 1 hrs. each	1	
As-Built Review		
	1	3
	Total Manhours	13

Summary:

A. Labor cost:	13	Hours	Straight time (\$100.00/hr)	\$1,300.00
B Mileage				N/A
C Construction Admin. (25% of Subtotal)				\$325.00
D Preconstruction Meeting, Minutes, and Estimates				\$500.00
		TOTAL		\$2,125.00

NH Department of Health and Human Services
129 Pleasant Street – Hugh Gallen State Office Park
Concord, NH 03301

PRESS RELEASE
FOR IMMEDIATE RELEASE
September 13, 2018

FOR MORE INFORMATION
Public Information Office
603-271-9389 or pio@dhhs.nh.gov

NH DHHS Issues Public Health Threat Declaration for West Nile Virus for Towns in Southern Part of State

Concord, NH – Governor Christopher T. Sununu and the New Hampshire Department of Health and Human Services (DHHS) have issued a public health threat declaration in the southern part of the State for West Nile Virus (WNV) and Eastern Equine Encephalitis (EEE). The declaration will make it easier for the approximately 30 municipalities to take mosquito population control measures during a season with the highest number of mosquito batches testing positive for WNV in the past five years.

To increase community awareness and expedite the municipal mosquito control permitting process for those jurisdictions that do not currently hold a permit, the declaration has been issued through 2018 [for the following cities and towns](#): Amherst, Atkinson, Auburn, Bedford, Brentwood, Candia, Chester, Danville, Derry, Epping, Fremont, Goffstown, Hampstead, Hollis, Hooksett, Hudson, Kingston, Litchfield, Londonderry, Manchester, Merrimack, Nashua, Newton, Pelham, Plaistow, Raymond, Salem, Sandown and Windham.

Under the declaration, these municipalities will be able to implement mosquito population control measures including spraying after obtaining the appropriate permits. The declaration is due in part to the 16 mosquito batches that have tested positive for WNV in New Hampshire since the beginning of July: nine in Manchester, three in Nashua, and one each in Salem, Keene, North Hampton and Rye. The risk level for human illness in Manchester is now at “High” given the number of mosquito batches that have tested positive there. Additionally there have been three hawks and one crow that have tested positive in the area of the threat declaration. There have been no detections of EEE in New Hampshire yet this year.

“Based on our surveillance information, we believe there is an increased risk for human illness in the southern part of the state,” said Jeffrey A. Meyers, DHHS Commissioner. “Neighboring states have reported cases in humans, including one in Maine and four in Massachusetts. We are being proactive in New Hampshire, especially as we head into the fall, when mosquito-borne illnesses are most common.”

WNV and EEE, are arboviruses that are transmitted from the bite of an infected mosquito. Residents and visitors to New Hampshire should protect themselves and their family members by using an effective mosquito repellent that contains 30% DEET, wearing long sleeves and pants at dawn and dusk when mosquitoes are most active, and removing standing water from around your home so mosquitoes do not have a place to breed. Repellents with picaridin, IR3535

and some oil of lemon eucalyptus and para-menthane-diol products also provide protection against mosquito bites.

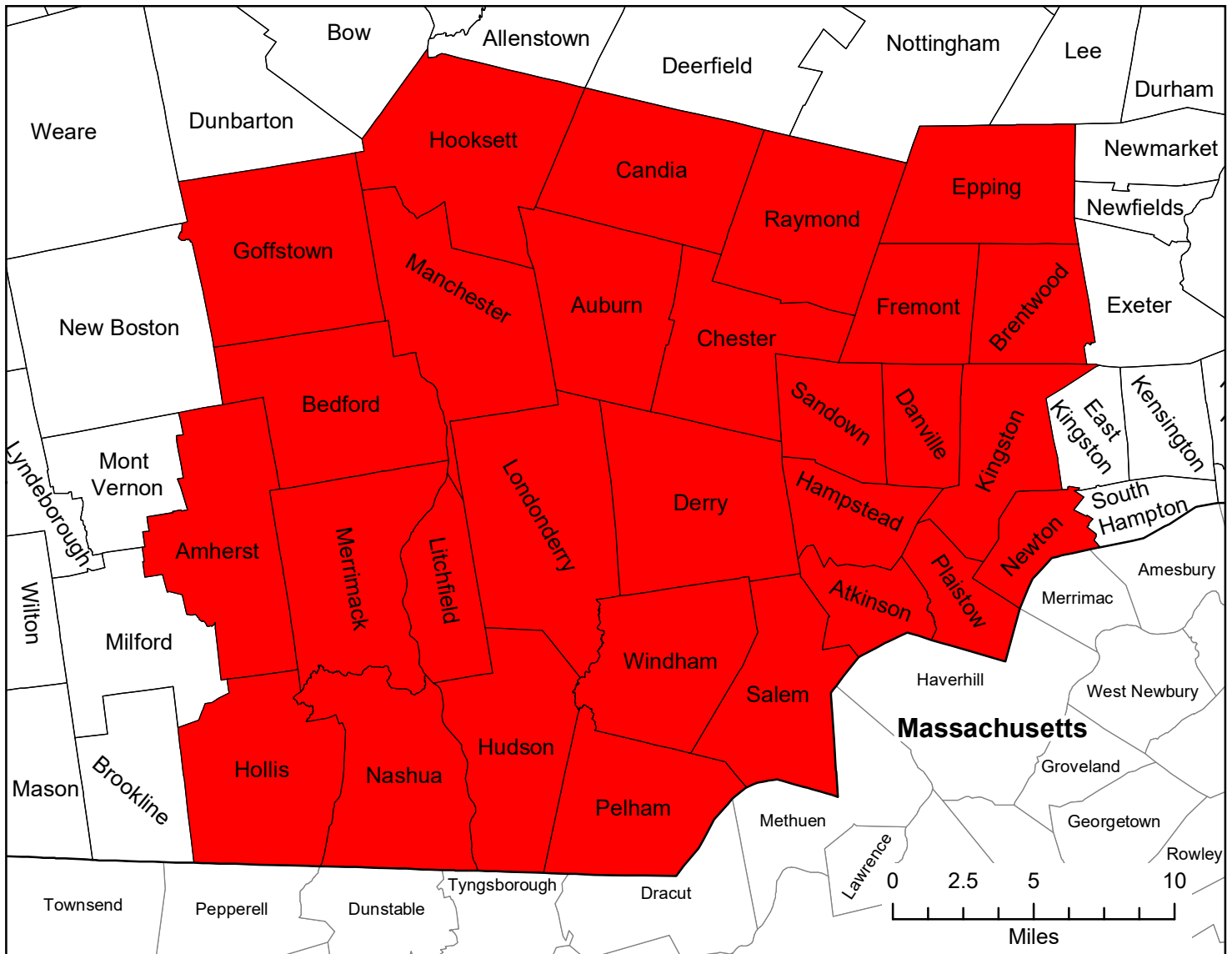
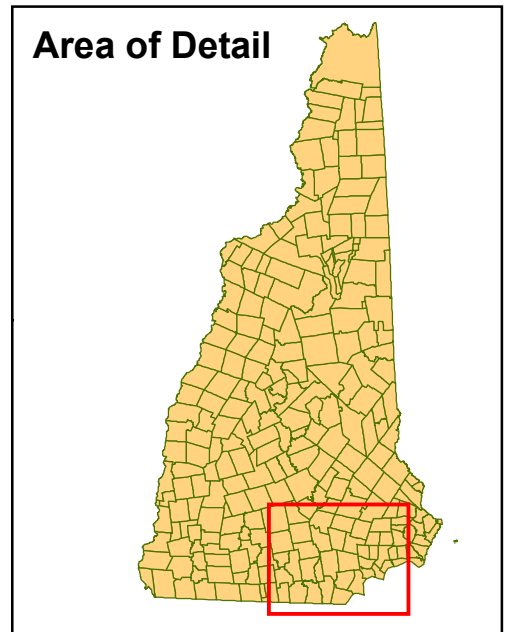
Symptoms of WNV usually appear within a week after a person is bitten by an infected mosquito, although many people can be infected and not develop any symptoms, or only develop very mild symptoms. Symptoms can include flu-like illness including fever, muscle aches, headaches, and fatigue. A very small percentage of individuals infected with WNV can go on to develop more serious central nervous system disease, including meningitis or encephalitis. If you or someone you know is experiencing flu-like symptoms, including fever and headache, contact your local medical provider.

Anyone with questions about WNV/EEE can call the New Hampshire Bureau of Infectious Disease Control at 603-271-4496. More information is available on the DHHS website at <https://www.dhhs.nh.gov/dphs/cdcs/arboviral/index.htm> and on the [Centers for Disease Control and Prevention website](#).

#

Declaration of Public Health Threat Due to Mosquito-Borne Illness

New Hampshire 2018



See current Arboviral Illness Surveillance, Prevention and Response Plan:

<http://www.dhhs.nh.gov/dphs/cdcs/arboviral/documents/arboviralresponse.pdf>

for additional information on how the NH DHHS estimates risk levels and community and individual prevention activities to reduce the risk of human illness and from arboviral virus.

PUBLIC NOTICE

Notice of Hearing on Request to Declare a Burial Ground in the Town of Auburn as an Abandoned Burial Ground

The Auburn Board of Selectmen has scheduled a public hearing on Monday, December 17, 2018 beginning at 7:00 P.M. at the Auburn Town Hall, pursuant to the provisions of RSA 289:19 through RSA 289:21:21 for the purposes of considering a request from the Trustees of the Cemetery to declare the Robie Family Burial Ground as an abandoned burial ground for the purposes of preservation and maintenance.

This public notice announces the intent of the Town, after determining that the Robie Family Burial Ground has been abandoned for 20 years or more, to have the Robie Family Burial Ground declared an abandoned burial ground. This will enable the Town, through its Cemetery Trustees, to provide basic maintenance to the property.

The Robie Family Burial Ground is a small, private family burial ground located near the Auburn / Derry town line in a wooded area off Hemlock Spring Road, which today is known as Winters Way. The name "Robie" is also spelled "Roby" on a few headstones. The Robie Family Burial Ground is clearly identified with a granite fence post boundary and is properly identified in subdivision plans of the surrounding property.

It appears to be the burial site for at least six members of the Robie family. The names and dates on the gravestones in the burial grounds include:

ROBIE, Emeline W., d. Dec 18, 1860, a 30 y.

Mary J., dau. Of Nathan and Sophia, d. May 28, 1843, a. 20 y.

ROBY, Nancy, d. June 20, 1864, a. 36 y.

SHELDON, Lucinda (Roby), wife of Jacob, d. June 13, 1858, a. 37 y.

Mary J., dau. Of Jacob and Lucinda, d. Jan.28, 1849, a. 2y – 9m.

WELCH, Sidney B., son of Orlando and Hannah, d. July 9, 1858, a. 1y 7 m

The Town of Auburn is requesting any direct descendent of the Robie Family to contact the Selectmen's Office by mail (P.O. Box 309, Auburn, NH 03032), by telephone (603-483-5052) or by e-mail (townadmin@townofauburnnh.com) concerning the status of the burial ground as soon as possible or by December 17, 2018.

Board of Selectmen
Town of Auburn
September 26, 2018

TITLE XXVI CEMETERIES; BURIALS; DEAD BODIES

CHAPTER 289 CEMETERIES

Abandoned Burial Grounds

Section 289:19

289:19 Neglected Burial Ground. – Whenever a burial ground within the boundaries of the town has been neglected for a period of 20 years or more, the municipality may declare it abandoned for purposes of preservation, maintenance or restoration.

Source. 1994, 318:2, eff. Aug. 7, 1994.

TITLE XXVI

CEMETERIES; BURIALS; DEAD BODIES

CHAPTER 289

CEMETERIES

Abandoned Burial Grounds

Section 289:20

289:20 Procedure. –

To declare a burial ground abandoned:

I. The municipality shall place an advertisement in at least one newspaper having general distribution in the municipality and surrounding area. The advertisement shall state the intent of the municipality, identifying the burial ground by name, if known, and by names and dates of the oldest stones in the burial ground, with a request for any direct descendent to contact the town selectmen's office, the town manager, or mayor, as applicable. If the burial ground contains no stones with legible inscriptions, the site may be identified by a detailed description of its location.

II. Not less than 60 days nor more than 90 days after the notice of the intent has been published, the notice shall be read at a regularly scheduled selectmen's meeting or in the case of a city, a city council meeting.

III. If any descendants were located and grant permission, or if no descendants were located, then, after a public hearing, the municipality may declare the burial ground abandoned by a majority vote of the selectmen or city councilmen present and voting.

Source. 1994, 318:2, eff. Aug. 7, 1994.

TITLE XXVI CEMETERIES; BURIALS; DEAD BODIES

CHAPTER 289 CEMETERIES

Abandoned Burial Grounds

Section 289:21

289:21 Rights and Responsibilities. – Any burial ground declared abandoned under these provisions shall become a municipal cemetery for management purposes and shall be managed by the cemetery trustees, who shall assume all the authorization and rights of natural lineal descendants.

Source. 1994, 318:2, eff. Aug. 7, 1994.

A small family cemetery located in Auburn, Rockingham County, NH

USGENWEB ARCHIVES NOTICE: These electronic pages may NOT be reproduced in any format for profit or presentation by any other organization or persons. Persons or organizations desiring to use this material, must obtain the written consent of the contributor, or the legal representative of the submitter, and contact the listed USGenWeb archivist with proof of this consent. The submitter has given permission to the USGenWeb Archives to store the file permanently for free access.

SUBMITTER NOTE: "Many years ago I copied the inscriptions from a small family cemetery located in Auburn, Rockingham cnty, NH, near the Derry town line. The cemetery has been destroyed in the meantime - all the old slate stones removed and only a few fragments left. There were only 6 headstones. The inscriptions are also recorded in a book on the history of Chester, NH. . . ." Barbara Munroe bmunroe@gateway.net

These inscriptions are from a small family plot near the Derry/Auburn, NH town line. It is (or was) in the woods off Hemlock Spring Road. Since I first recorded the stones a logging road was put in near the spot and it became a hang-out for teens and others. Though the logging company put in granite posts and a chain to protect it from their trucks, by 1993 the stones had been removed or broken and there were signs someone had been digging into the gravesites. In the following the dash (-) separates each line on the stones.

1. MARY J. - daughter of Nathan and Sophie - Robie - died May 28, 1843 - aged 20 yr. -
Froends [sic] or physicians could not save - her mortal body from the grave. - Nor can the
grave confine her here - when Christ commands her to appear. - Brown and Eastman, Derry.
Footstone - M. J. R.

2. EMELINE W. ROBIE - died - Dec. 18, 1860 - ae. 30 - Dearest daughter thou hast left us, --
Here thy loss we deeply feel - But tis God that has bereft us - He can all our sorrow heal.
Footstone - E. W. R.

3. NANCY ROBY - died - June 20, 1864 - ae. 36 yr. - If we believe that Jesus died and rose
again so also they that sleep in Jesus God will ... (rest of inscription below ground).
Footstone - no inscription

3. LUCINDA - wife of - Jacob Sheldon - died - June 13, 1858 - ae. 37 - Blessed are the dead
that die in the Lord - Yea, saith the spirit, that they may rest from - their labours and
their works do follow them. Footstone - L. S.

4. MARY J - daughter of Jacob and Lucinda - Sheldon - died Jan 28, 1849 - age 3 yr. and 11
mo. - Oh how fleeting, oh how fleeting - are the dearest joys we knew - the beautiful just
seen - today she low. Footstone - M. J. S.

6. SIDNEY B. - son of - Orlando and Hannah - Welch - died July 9, 1858 - ae 1 yr. and 7 mo. -
Now Sidney he has gone to rest - Beneath the silent shroud - Till Jesus comes to call the
blest - To see their smiling God. Footstone - S. B. W.

C. M. B.

The names and dates on the stones are listed on page 246 of History of Chester NH including Auburn - A supplement to the History of Old Chester - comp. and publ. By John Carroll Chase; Derry, NH, 1926

ROBY FAMILY.

ROBIE, Emeline W., d. Dec. 18, 1860, a. 30 y.

Mary J., dau. of Nathan and Sophia, d. May 28, 1843, a. 20 y.

ROBY, Nancy, d. June 20, 1864, a. 36 y.

SHELDON, Lucinda (Roby), wife of Jacob, d. June 13, 1858, a. 37 y.

Mary J., dau. of Jacob and Lucinda, d. Jan. 28, 1849, a. 2y- 9 m.

WELCH, Sidney B., son of Orlando and Hannah, d. July 9, 1858, a. 1 y 7 m.

Cemetery Narrative**Robie.**

Nathan Robie was born on 10/28/1793 in Raymond to Nathan and Hannah (Dudley) Robie. He was the 5th of eight children. He married Sophia Brown on 10/10/1813. His sister Hannah married Daniel Ball of Auburn and settled on his farm on Steam Mill rd. On 6/7/1824 Nathan bought Daniel's farm and Daniel moved to a home on Pingree Hill Rd. The earliest census' does not list the names of family members, but headcounts indicate that there were about 8 children in Nathan's family.

On 6/9/1855 Nathan sold the farm to his son Norris Lane Robie but continued to live there. At some point after the 1870 census Nathan and Sophia moved to a farm in Kensington NH. On 3/7/1876 Norris did a farm swap with Charles Dow of Kensington NH and moved to that town.

Nathan died in Kensington in November 1872

The four Robie women buried in the cemetery are Nathan and Sophia's daughters.

Sheldon

Jacob Sheldon was born 10/17/1816 in Danvers, MA. He married Lucinda Robie daughter of Nathan and Sophia on 2/10/ 1842.

Jacob and Lucinda Sheldon lived in Derry during the 1850 census. He owned a farm on Kilrea rd. and was seemingly always in debt as the farm was mortgaged numerous times. He married again within months of Lucinda's death. He lived in Derry the rest of his life and died in 1888 with his occupation listed as stonecutter.

Welch

Simeon Orlando Welch was born in Atkinson NH in 1826. He married Hannah A. Robie daughter of Nathan and Sophia on 10/12/ 1850. At the time they both worked in a shoe factory in Haverhill, MA.

Orlando and Hannah Welch lived in Salem their entire married life in various rented homes. He was employed in shoe factories for many years.

Hannah died 12/31/1894 while living in Brockton, MA with her daughter Julia F. Alexander.

Research References:

USGenWeb

Chase, Benjamin "History of Old Chester" 1869

Chase, John Carroll "A Supplement to History of Old Chester" 1926

Ancestry.com

Rockingham County Registry of Deeds

APPOINTMENT OATH OF OFFICE

To **LAUREN ELISE FANNING** of Auburn in the County of Rockingham

WHEREAS, there is a vacancy for the position of Assistant Clerk of the Election in said town 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, **Lauren Elise Fanning, as Assistant Clerk of the Election** 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 March 2020.

Given under our hands this 24th day of September, 2018

Selectmen of the Town of Auburn

“I, Lauren Elise Fanning, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Assistant Clerk of the Election of 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

Personally appeared the above named, **Lauren Elise Fanning**, took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

.....

On the ____ day of _____ 2018

Selectman, Moderator,

Town Clerk or Deputy Town Clerk

Received and Recorded

.....

Kathleen A. Sylvia, Town Clerk

September 17, 2018

To the Board of Selectmen
Town of Auburn, New Hampshire

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire (the Town) for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 23, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Auburn, New Hampshire are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2017. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, each major fund and the aggregate remaining fund information's financial statements were:

Management's estimate of the allowance for uncollectible taxes receivable is based on taxpayer bankruptcies, abatements subsequently issued, historical collection levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that they are reasonable in relation to the financial statements taken as a whole. Additionally, management's estimates of the useful lives of depreciable capital assets and the liability for landfill postclosure care costs are based on historical utilization of assets, necessary improvements and replacements, and future monitoring and maintenance costs provided by the Town's engineering firm, respectively. We evaluated the key factors and assumptions used to develop the depreciable useful lives of capital assets and the liability for landfill postclosure care costs in determining that they are reasonable in relation to the financial statements taken as a whole.

Significant estimates also include actuarial assumptions used in determining pension costs which are based on plan audited financial statements. We evaluated the assumptions used in the plan audited financial statements to determine that they are reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

As discussed in Note 2 to the basic financial statements, the Town has not implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The provisions of GASB Statement 45 were required to be implemented by the Town during the year ended December 31, 2009.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

The following material adjustment in the General Fund was detected and corrected as a result of audit procedures:

- To recognize revenue for unspent portions of State of NH SB38 Highway Block Grant funding in the amount of \$114,443.

The following material adjustment in the Aggregate Remaining Funds was detected and corrected as a result of audit procedures:

- To record an interfund receivable and land-use change tax revenue in the conservation fund for amounts collected by the General Fund in the amount of \$188,323.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 17, 2018

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, schedule of changes in the Town's proportionate share of the net pension liability, and schedule of Town contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Selectmen and management of the Town of Auburn, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Vachon Clukay & Company PC

**REPORT ON INTERNAL CONTROL BASED ON
AN AUDIT OF BASIC FINANCIAL STATEMENTS**

To the Board of Selectmen
Town of Auburn, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire (the Town) as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.



Manchester, New Hampshire
September 17, 2018

September 17, 2018

To the Board of Selectmen
Town of Auburn, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire for the year ended December 31, 2017, we considered the Town's internal control structure to determine audit procedures for the purpose of expressing our opinions on the basic financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of matters that represent opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. We previously reported on the Town's internal control structure in our report dated September 17, 2018. This letter does not affect that report or our report on the basic financial statements dated September 17, 2018.

We have already discussed these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of the matters, or to assist you in implementing the recommendations.

The purpose of this letter is to provide constructive and meaningful recommendations to you.

Sincerely,


Vachon Clukay & Company PC

PAYROLL – TIME CARD APPROVAL

Observation

During our audit we noted that timecards for selectmen office employees are submitted to the Payroll Clerk for processing, however, review and approval of the time worked is not formally documented.

Implication

The lack of documented payroll reviews and authorizations increases the risk that a control process may be bypassed or overlooked. Additionally, a review process to check for computational accuracy and reasonableness would reduce the risk of error.

Recommendation

We recommend that all time cards be reviewed for computational accuracy and reasonableness. Additionally, we recommend that the approval of all time cards be formally documented. For example, a signature or initials of the individual(s) responsible for the review and approval process. This form of review and documentation helps to avoid errors in payroll processing and ensures that the control step was performed by an authorized individual(s).

TIMELINESS OF PAYMENTS TO TRUST FUNDS

Observation

During our audit of the Town's records, we noted at the March 2017 annual Town meeting the voters approved \$4,900 to be transferred to the Town's Cemetery Expendable Trust Fund, funded from prior year surplus fund balance. State law requires when amounts are appropriated for Expendable Trust funds and funded from surplus fund balance, the amounts must be transferred within 10 days following the vote. As of December 31, 2017, the funds had not been transferred to the Trustees of Trust Funds.

Implication

The Town is not in compliance with State law, RSA 35:12. Failure to remit appropriated funds to the Trustees of Trust Funds in accordance with State law may also result in inaccurate records used to prepare the annual financial report of the Town (Form MS-535) and an overstatement of the fund balance at year end.

Recommendation

We recommend the Town review the warrant articles approved at the annual Town meeting for amounts authorized to be remitted to Expendable Trust and Capital Reserve Funds to ensure proper timing of payment to the Trustees of Trust Funds.

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 19, 2018

Re: Meeting Dates for Next Three Months

Looking ahead on the calendar for planning purposes as we head into the budget process and we have at least four holidays to work around, we wanted to provide the Board with the following meeting dates as likely the best schedule for regularly scheduled Board of Selectmen meetings.

These dates would cover the months of October, November and December.

- Monday, October 1st
- Monday, October 15th
- Monday, October 22nd
- Monday, November 5th
- Monday, November 19th
- Monday, December 3rd
- Monday, December 17th

This schedule somewhat adheres to meeting every other week except for a couple back-to-back weeks in October, and will afford the time needed to get through the FY 2019 budget process timely. It also enables the Budget Committee to generally work off its usual schedule of meeting in late October through December.

Unless there are any schedule conflicts from the Board members' perspective, I would recommend that we plan the Board's meeting schedule according to these dates.

Thank you for your consideration.

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

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Paula Marzloff, Dale Phillips, Michael Rolfe, Mary Ann Rolfe, John Rolfe, Road Agent Mike Dross, Linda Dross, Mike DiPietro, Dennis Vieira and Pauline Vieira, Mort Ailing, Marion Miller, Kendall Vachon, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Fire Captain James Saulnier, Fire Lieutenant Pat Glennon, Fire Lieutenant Alex Phillips, Fire Lieutenant Todd Dignard, Philip LaValley, Keith Martel, Attorney Patricia Panciocco, Tom Lacroix, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 6:59 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of September 3, 2018 - \$46,732.39

Mr. Eaton motioned to approve the Payroll for the Week of September 3, 2018 in the amount of \$46,732.39. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of September 10, 2018 - \$1,642,679.10

Mr. Eaton motioned to approve the Accounts Payable for the Week of September 10, 2018 in the amount of \$1,642,679.10. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 10, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 10, 2018 some of which included: two (2) NH DRA/Annual Reports, two (2) void check manifests, one (1) Tax Collector Warrant/Land Use Change Tax, one (1) Notice of Intent to Cut Timber and two (2) correspondence.

Mr. Eaton motioned to approve the Consent Agenda for the Week of September 10, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Appointment and Swearing-In of the Fire Chief

Mr. Headd announced that after a long search that began in June with the help of two review boards, Mike Williams of Hooksett had been offered and accepted the position of Fire Chief.

Mr. Leclair motioned 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 of 2020 and to approve an initial annual salary of \$27,000.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Williams stood and was administered his oath by Mr. Headd and after receiving a warm welcome from the public and members of the Fire Department who were present, thanked everyone for the opportunity to serve.

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

Mr. Martel appeared together with his attorney, Patricia Panciocco to request an extension until October 10, 2018 for the Liberty Woods Reclamation Surety.

Mr. Herman presented copies of a report of Stantec dated September 7, 2018 and a Letter of Credit renewal from Mary Jane Ricker of Provident Bank.

Mr. Eaton stated he was familiar with the process and was willing to extend until that date.

Mr. Headd stated he concurred, but would not be in favor of another extension past October 10, 2018.

Mr. Leclair was opposed and stated he was in favor of deadlines being met and not in favor of the extra work and legal expenses these extensions cost the Town.

Mr. Eaton motioned to grant Mr. Martel an extension for their Reclamation Surety for Liberty Woods until October 10, 2018. Mr. Leclair seconded the motion. Voting were: Mr. Eaton – aye, Mr. Headd – aye, Mr. Leclair – nay. By a vote of two-to-one in favor, the motion passed.

FY 2019 Town Budget Presentation - \$6,023,007.00

Mr. Herman presented a copy of the first complete budget package dated September 7, 2018. He advised the budget package was inclusive of everything submitted by all the Town departments, boards and officials. However, some of the items they did not have information for included any wage increases due to COLA and Step increases, and the Police Union Contract to be negotiated that would appear as a warrant article in March. Mr. Herman advised the Finance Director had included a 10% rate increase for health insurance for the last six months of the budget year as the coverage year ran from July 1st to June 30th. There was also a 5% rate increase for dental.

The Fire Chief's salary was identified as a line item, where it had previously been included in the general stipend account. The 20% local match of \$180,832 for the TAP project proposal has been included, but can be removed if the grant proposal is not awarded in December.

Mr. Herman advised some other items included in the budget were an operational review of the Library, replacement of the Town Hall file server, Parks & Recreation's capital items request totaling \$350,690, Master Plan and Regulatory Updates with the Planning Board, computer services with the Police Department., shimming and overlay in the Highway Department, \$180,000, highway salt \$180,000 and repair of the recreation ice rink \$13,000.

He indicated the next step will be for the Board to meet with individual departments as usual, beginning with the next Board meeting. Mr. Herman asked the Board if they had any particular order in mind. Mr. Leclair stated he would like to have some advanced notice of who would be presenting before the meetings. Mr. Herman advised he would have that information well ahead of the meeting for the Board.

New Business

Appointment of Inspectors of the Election

Mr. Herman advised the Town Moderator and Town Clerk have requested the Board of Selectmen appoint Auburn registered voters to serve as Inspectors of the Election. These appointments would commence with the September 11, 2018 State Primary Election and would also cover the November 6, 2018 General Election and the March 2019 Town and School District elections.

Mr. Leclair moved to appoint Barbara Chapman, Terry Coll, Cecella Eaton, Karen Garon, Amy LaChance, Judith Minakin, Patricia Rousseau and Denise Royce as Inspectors of the Election with all terms to expire in July 2019. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Resignation of Zoning Board Adjustment Member

Mr. Headd read out loud the Letter of Resignation received from Robert Beaurivage from the Zoning Board of Adjustment dated August 29, 2018 and asked Mr. Herman to send him a letter of appreciation for his five years of service.

Mr. Leclair motioned to accept the resignation of Bob Beaurivage with regret. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Safety Complex Building Issues

Mr. Herman advised that damage believed to be caused by a lightning strike on August 14, 2018 was caused to the Police Department security camera and ceiling light fixtures. The security camera was repaired by the contractor and the ballasts in the ceiling lights were replaced at a cost of \$560.00.

Mr. Headd asked if the insurance company had been notified. Mr. Herman advised the deductible was more than the replacement cost.

Mr. Herman advised the Police Department was interested in working with Eversource to replace its 60 fluorescent lights with LEDs. Mr. Leclair noted the School Board looked at this and Eversource would likely put together a presentation with cost savings analysis. Mr. Herman reported that was in process as the Town has provided all of the information Eversource had requested.

Mr. Herman advised the air conditioning compressor for the Fire Department HVAC had failed and it will cost \$2,000 to replace that. The Department does not have the funds allocated for this and asked if the Board would consider using the Town Building Rehabilitation Reserve Fund for this purpose. It was agreed that other sources to fund the repair within the Fire Department budget should be first looked into.

Estimate of FY 2018 Tax Rate

Mr. Herman presented a breakdown of the 2018 estimated tax rate and comparison to 2017. He advised the 2018 estimate included a \$150,000 overlay due to the re-evaluation process.

Mr. Herman advised \$18.79/thousand was the estimated rate for 2018 compared to \$21.15/thousand in 2017. The Town tax rate at \$3.28 from \$4.09 in 2017, the local School tax rate at \$12.47 from \$13.59 in 2017, State Education Rate \$2.17 from \$2.38 in 2017 and County Apportionment of \$0.87 from \$1.09 in 2017.

He stressed this is an estimate that was developed internally. The NHDRA will formally establish the tax rate in late October to early November.

Re-Appointment of Health Officer and Deputy Health Officer

Mr. Leclair motioned to recommend Paul M. Raiche be re-appointed as Auburn Health Officer and James R. Saulnier be re-appointed as Deputy Health Officer for a three-year term. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Reclamation Potential – Acorn Avenue, Joanne Drive and Walnut Drive

The Board discussed with the Road Agent options for the improvement of the three roads and Mr. Dross advised it would cost \$18,870 for their crew to do the grinding and fine grade work themselves rather than contract it out for \$19,800, which did not include finished work. Neither price included the paving cost of approximately \$85,400. Mr. Dross advised there would be sufficient funds to finish the projects and recommended the Town should continue regular maintenance on all the Town roads once the reconstruction is completed so as not to fall behind as they had in the past.

Road Agent Dross advised the driveways will have to be brought out to meet the road as they will be narrowing them up from a 31-foot travel surface to a normal 24-foot travel surface. And there will be some culverts both in the road and to driveways that will need replacing, but he did not have those figures at this time.

There was some question whether the right figure was being used for Dartmouth, which was priced at \$30,000 and expected to go over. The salt shed was priced at \$75,000.

Update on Transportation Alternatives Program Grant Process

Mr. Herman advised the Town's grant application package to the NH DOT was hand delivered on September 7th and all that was left to do now was wait for the review process to take place and awards to be announced in late December or early January. The Town has included their share of the matching funds in the budget, which can be removed should the town not be successful.

Other Business

Workshop Meeting for Parks & Recreation Operations – Thursday, September 13, 2018 at 4:00 PM at Town Hall

Minutes

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

Mr. Leclair motioned to approve the August 27, 2018 Site Walk Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the August 27, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the August 27, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session -- Consideration of legal advice provided by legal counsel

Mr. Headd motioned to go into Non-Public Session pursuant to the provisions of RSA 91-A: 3, II, (I) - consideration of legal advice provided by legal counsel. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:57 PM.

Mr. Headd motioned to come out of Non-Public Session at 8:04 pm, seconded by Mr. Eaton. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:04 PM.

Mr. Leclair motioned to enter into an agreement with George E. Sansoucy, P.E, LLC for de novo valuation and appraisal services, including expert testimony, for the outstanding appeals by PSNH for electric utility property assessment for tax year 2014 at a total cost of \$12,000. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 8:11 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
September 10, 2018
7:00 p.m.
Non-Public Minutes
RSA 91-A: 3, II, (I)
(Not Sealed)**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

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

Non-Public Session -- Consideration of legal advice provided by legal counsel

Mr. Headd motioned to go into Non-Public Session pursuant to the provisions of RSA 91-A: 3, II, (I) - consideration of legal advice provided by legal counsel. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:57 PM.

Mr. Herman presented a Memo dated September 7, 2018 concerning contracting of expert witness for the Eversource Property Tax Appeal.

Mr. Herman advised Gary Roberge of Avitar, who represents Auburn, has stepped aside from being an expert witness in this matter. The Mitchell Municipal Group has recommended Auburn, as well as other communities, use George E. Sansoucy, P.E., LLC for this purpose.

Mr. Herman advised not doing so would mean Auburn going on their own as opposed to being part of approximately 75 communities dealing with this suit together.

Mr. Leclair asked what the risk was.

Mr. Herman advised Eversource (PSNH at the time) is the largest single taxpayer in Auburn and in most communities. He noted currently with the 2018 revaluation, they have \$18 million in assessed value in Auburn. The risk of the case would be a loss of millions of dollars in assessed value, which would negatively affect all other property owners in the community.

Mr. Herman advised there would be benefit to having the same uniform assessment among communities, but there would naturally be fluctuations due to size of poles and locations.

Mr. Headd motioned to come out of Non-Public Session at 8:04 pm, seconded by Mr. Eaton. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:04 PM.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
Workshop Meeting
September 13, 2018**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Parks & Recreation Commission Members David Nye, Margie McEvoy, Lisa Canavan, Zach Eaton, Pat Kelly and Dave Oliveira; Parks & Recreation Coordinator Amy Lachance, Maintenance Director Mike Dobmeier and Town Administrator William Herman.

Mr. Headd called the meeting to order at 4:00 p.m.

Parks and Recreation Commission – Operations and Structure

Mr. Headd opened the meeting noting the Board set a goal for 2018 to determine what the expectations for Parks & Recreation is within the community, and then to examine the structure and operations to determine how best to achieve the results and direction that would best suit the community. He indicated the Board was looking for input from the Parks & Recreation Commission as to what their expectations and priorities were.

Parks & Recreation Commission Chair David Nye indicated the highest priority for the Parks & Recreation is the establishment of a maintenance and storage facility to support the current operations. He indicated they lost approximately 2,000 square feet of space when the former Fire Station was sold and since then, equipment, supplies, and materials have been stored as various personal properties including Ms. McEvoy's, Mr. Dobmeier and Mr. Nye's, in addition to a storage unit at the Castle Rock Self Storage facility.

Mike Dobmeier indicated he didn't see a problem with how things have been run to date with a volunteer commission supported by part-time staff that has been in place. He felt the Town has been growing which has placed a greater demand on Parks & Recreation than in the past. He indicated he doesn't know about the administrative end of things, and also noted he is asked to do things for the Police Department, Fire Department, Town Hall and Library including snow shoveling, replacement of light bulbs, batteries in emergency lights; lowering of flags, etc. He further noted he utilizes his personal truck and, up until this year, trailer to perform this work which, despite being paid mileage, ends up being costly to him. He felt there have been some problems, but felt Parks & Recreation gets things done as needed.

Zach Eaton suggested in listening to Mr. Dobmeier, he wondered if potentially Parks & Recreation is doing things that are not really Parks & Recreation. He was not sure where the Commission should be going with all of this.

Keith Leclair indicated he felt the biggest concern was there was no definition of what are the duties and responsibilities for Parks & Recreation. What is the mission? He said that was part of the concern expressed by the Budget Committee last year. He felt there needs to be a set of defined responsibilities in order to know whether we are adequately budgeting and operating to achieve those responsibilities.

Zach Eaton was in agreement indicating we all need to know what is in the box before we begin looking outside the box for additional efforts or projects. He also felt we need to separate the general Town building and maintenance items from the Parks & Recreation function in order to have a clear understanding. He felt it is likely folks assumed things over time that are not really their responsibilities, and moving forward it is important for the Commission and the Board of Selectmen to know the actual duties and responsibilities in order to adequately communicate them for others to understand the totality of the work being done.

Mr. Leclair agreed, stressing some form of management has to be put in place to ensure what is supposed to happen, happens. He felt that started with defining what the duties and responsibilities are, and then establishing the structure to ensure they are met.

Mr. Dobmeier asked if anyone had checked with neighboring towns about how they operate their parks & recreation facilities and programs. Richard Eaton and Mr. Leclair both indicated they are all operated slightly different to meet those communities' individual needs or interests. Mr. Leclair felt the end result here should be structuring parks & recreation that meets Auburn's needs. He felt the needs have to be accomplished in as responsibly a manner as possible whether that meant contracting out for services, handling them with employees or a mix of the two.

Mr. Nye indicated he felt there would be no problem with having the Parks & Recreation Coordinator be the point person to coordinate and assign the work flow based on the Commission's direction and the budget constraints. Mr. Leclair added we need to track all of the work efforts and to track the costs to ensure of the value returned.

Mr. Headd, Mr. Eaton and Mr. Leclair were all in agreement that we need to define and clearly spell out what the mission and responsibilities of Parks & Recreation, and then tasking the Parks & Recreation Coordinator to actually assign the respective work duties to individuals to ensure responsibilities and expectations are met and the budget was adhered to. Mr. Leclair stressed that determining the mission and responsibilities should ultimately lead to a chain of command and structure.

Richard Eaton indicated he would like to have 90% of the work done internally by local employees as opposed to contracting out for services.

Mr. Leclair noted there has been some concern expressed for having a contractor who performs work for Parks & Recreation and a part-time employee for Parks & Recreation serve as members of the Parks & Recreation Commission. Whether fair or not, he

indicated there is a perception these individuals would be able to schedule what projects and work affects them. Mr. Nye stated he was willing not to do any contracting work for Parks & Recreation and only serve as a member of the Commission to relieve that concern. He also noted he had been charged by the Board of Selectmen several years ago to assign work to Mike Dobmeier on a weekly basis, which he indicated he currently does. However, there was a general consensus this review and process could lead to expanding the Parks & Recreation Coordinator's role to take in the scheduling of work, managing of schedules, perhaps establish a work order system to track assignments, greater adherence to projects and programs budgeted, etc.

Pat Kelly wondered if the total Town operations were to a point it was large enough to support a property maintenance position and system. Mr. Leclair noted it had been discussed a little and a partnership with the School District has been looked at, but it did not appear Auburn was quite to that level of need yet.

Mr. Nye and Mr. Dobmeier both indicated interest in having Parks & Recreation take over the mowing of Town properties as opposed to contracting out the service. Mr. Dobmeier indicated he and Margie McEvoy each currently work 20 hours per week and they could easily mow the properties within a normal 35 – 40 hour work week. He felt the Town could do the work for less than the current \$27,000 annual contract. Mr. Leclair noted the current contract also includes the Auburn Village School property, paid separately by the School District. He also asked about the potential of including the cemetery properties in the mix, and Richard Eaton indicated we shouldn't be including the cemeteries in this effort. Mr. Leclair and Zach Eaton both noted if not all properties are included, then the Town will still need to contract for some of the mowing work, while having the expense of employees and equipment for other properties. Richard Eaton said people should remember the Town would be employing people from Auburn for this work and he felt Parks & Recreation should only focus on Parks & Recreation property, and no other properties or cemeteries.

Mr. Leclair asked Ms. Lachance if the Town moved in this direction if she was interested in being the point person to coordinate the process and people, and she indicated she would be. He felt strongly the Town needed to be able to track the work performed in order to ultimately know the overall need and cost of maintenance moving forward. He felt at the end of the day, the Board of Selectmen need to balance the needs and costs to the taxpayers. And they had to plug any gaps and be able to understand and defend what is needed to the taxpayers.

Richard Eaton noted the Town needs to address the storage / maintenance building space needs for Parks & Recreation, but they would have to wait to see what the current building committee comes up with in their efforts before knowing what is needed for Parks & Recreation.

Mr. Nye asked if an appropriation for the Auburn Historical Association is in the Town budget. He was advised it was. Richard Eaton indicated the Board is going to have to look at that and potentially not fund it moving forward.

Mr. Oliveira sought to recap action items as a result of today's discussions. The Board of Selectmen agreed the actions items are to:

- Define the mission and responsibilities of Parks & Recreation
- Implement a Structure and Chain of Command to manage within the mission and responsibilities, and
- Perform an analysis of the cost of mowing properties with a contractor versus town employees.

Mr. Leclair noted the potential of employees serving on the Parks & Recreation Commission should be thought about and discussed further.

The Board was asked whether the Parks & Recreation Commission was able to accept donations and run them through the Parks & Recreation Revolving Fund. Mr. Herman indicated that was not appropriate. The revolving fund is supposed to be for fees for service to go through and provide for self-supporting programming. However, the Board of Selectmen are empowered to accept unanticipated revenues and expend them for the purpose for which they were given, so there is a way to accept donations that can be utilized.

Mrs. Canavan left the meeting at 5:05 PM.

Richard Eaton indicated he felt two things absolutely had to be addressed: a storage and maintenance facility and the provision of transportation for Parks and Recreation. He indicated he is going to be pushing for these items and had he known the proposed storage building was not going to be submitted to the voters in 2017, he never would have voted to sell the former Fire Station on Raymond Road.

Ms. McEvoy and Mr. Dobmeier were asked to develop a list of tasks and work they perform to Ms. Lachance by September 20th. This would enable the information to be compiled and provided to the Board of Selectmen for review before meeting again.

Next Meeting

The next workshop meeting will be held on Thursday, September 26th at 4 PM at the Town Hall.

Adjourn

Mr. Eaton moved to adjourn; Mr. Leclair seconded the motion. All were in favor, the motion passed and the meeting adjourned at 5:20 PM.

**Town of Auburn
Board of Selectmen
Workshop Meeting
September 26, 2018
Town Hall
4:00 p.m.**

- () Call to Order**
- () Parks & Recreation Commission – Operations and Structure**
- () Other Business**
- () Adjournment**

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (603) 483-5052, or contact the Committee Secretary so that arrangements can be made."