

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

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Rick Alpers and Shelley Walts, Primex Member Services Consultants; and Town Administrator William Herman.

Mr. Headd called the meeting to order at 9:30 a.m.

Facilitated Meeting – Town of Auburn Goal Setting Session

Mr. Alpers opened the meeting by thanking the Board of Selectmen for inviting Primex to assist the Town of Auburn with a goal setting session to assist in better defining and outlining their goals for the community for the coming year.

Mr. Alpers provided brief introductions of Shelley Walts and himself, and of Primex as an organization. He then outlined the process and guidelines for the meeting, all aimed at formally establishing the top two to three goals for the Town in the coming year.

The first portion of the workshop was focused on reviewing the goals established for 2018 by the Board of Selectmen and what degree of success was achieved during the past year. The summary of 2018 goals and action taken includes:

- *Focus on potential economic development efforts to bring either water service to areas on By-Pass 28 and potential water and gas lines near Exit 2 of Route 101.*

The Board noted a zoning amendment proposed in March 2018 that would have re-zoned a large tract of land adjacent to Exit 2 as commercial property was turned down by the voters. Liberty Utilities is advancing a gas line project known as Granite Bridge which would bring the potential of natural gas service into this area.

- *Study and examine the future of Parks and Recreation Department.*

Mr. Herman reported the Board had authorized a local survey and interview process with small focus groups as to wants and expectations from the Town's Parks & Recreation Commission. This information was compiled and presented at a larger facilitated meeting at the end of June with representatives of all stakeholders to help shape an overall direction for Parks & Recreation. He indicated the facilitated meeting lead to the Board changing the position of the Parks & Recreation Coordinator to be responsible for the budgeting, purchasing

and general management of the parks & recreations programs and of the two part-time maintenance employees. He also noted some membership on the Parks & Recreation Commission has changed, which has also provided a slightly different perspective to the Commission and some of the goals they are establishing. In general, he believed the changes made have been received positively.

- *Construction of a new Town-owned storage building.*

The Board noted the project was pulled from the 2018 Town Meeting Warrant once there was not support for the proposal from the Budget Committee. The Board appointed a new committee to work on the process in 2018, and a new approach to focus on an addition to the Safety Complex to meet the needs of the Police Department has emerged, while storage space for Parks & Recreation will be addressed separately.

- *Redesign of Town-wide budget process.*

Mr. Herman reported the Board endorsed this concept and this year the administration worked with Town boards, department heads and others to develop the FY 2019 budget proposal approximately two months earlier than normal to enable the presentation of an entire budget package to the Board of Selectmen and to the Budget Committee at the beginning of the annual process. This allowed both boards to see the whole up front, as opposed to getting the budget piece by piece in a building block approach. He felt there are improvements yet to be made, but he had indications several departments felt it had helped them in developing a better product, while he felt the initial overview of a whole package had been helpful to the two Boards. Mr. Leclair indicated he felt it was helpful, but would like to see the larger discretionary items be brought to the Board towards the end of the process after they have seen the whole budget and then acted on most of the individual sections of the budget.

Mr. Alpers complimented the Board for focusing on the goals they set for the past year and accomplishing a lot of what they set out to do, also recognizing that several items were long-term efforts and would not have been fully accomplished in a year's time.

The second portion of the workshop was structured for each member of the Board of Selectmen and the Town Administrator to suggest what they individually felt were the top two or three goals for the Town for the coming year. Mr. Alpers provided some time for the Board members to discuss items with each other.

When the meeting resumed, the Board indicated they were in agreement on two major goals for the coming year, which were somewhat carryovers from the current year. They are:

- Focus development efforts on the southern end of the community along By-Pass 28 when it was possible to bring water service to the area. A potential development of 55+ housing in the area may be the catalyst to bring water to the immediate area, which could be continued to other properties. Encouraging the Planning Board to invite the developers in for further conversations, while also encouraging the Planning Board to re-examine the provision of cluster development regulations would be key steps. The potential re-establishment of the Auburn Development Authority to focus on potential economic development efforts to expand the business and commercial base of the community was also a consideration.
- Focusing attention and decision making on storage and building needs for the Police Department and Parks & Recreation remains a major need and focus for the coming year. It is hoped a formal project may be prepared to go to the voters in March 2020.
- Taking steps to plan for the electronic storage of town records and to develop an implementation plan for how that might occur and when it might happen.

The Board and Town Administrator agreed on what they felt could be reasonable time frames for significant progress or completion of each of the goals identified.

Mr. Alpers and Ms. Walts will formalize the information developed during the workshop meeting and provide the Selectmen and the Town Administrator with a document they can use with the Town departments and public in communicating their goals for the coming year.

Adjourn

Mr. Eaton moved to adjourn; Mr. Leclair seconded the motion. All were in favor, the motion passed and the meeting adjourned at 11:00 a.m.