

**Town of Auburn  
Board of Selectmen  
Workshop Meeting  
December 2, 2016**

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

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

Mr. Headd called the meeting to order at 10:00 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 structured to conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis to engage the Selectmen and the Town Administrator in focusing on what was currently going well in Auburn and what needed more attention or work.

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. After everyone offered their suggestions, the meeting recessed to enable Ms. Walts and Mr. Alpers to formulate the individual suggestions into common areas, themes or projects.

When the meeting resumed, the group discussed the suggestions and work effort and reached consensus on four overall goals for 2017. They are:

- Focus on potential economic development efforts to bring either water and/or sewer service to areas on By-Pass 28 and/or the Wellington Business Park off Rockingham Road.
- Infrastructure improvements including potential garage & storage building on the Safety Complex property and improved storage capacity for salt storage at the Highway Department.

- Focus on the implementation of recommendations from the Operational Reviews and Risk Analysis of the Fire and Police Departments, and to have a similar review conducted of general Town Hall operations. The Town Hall review will include a focus on overall staffing and a look at Town building and property maintenance functions and responsibilities.
- Review and report on all property owned by the Town to enable the Board to consider the Town's property holdings and make decisions as to whether continued ownership of the individual properties made sense for the Town.

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; Mrs. Phillips seconded the motion. All were in favor, the motion passed and the meeting adjourned at 11:45 a.m.***