

# **TOWN OF AUBURN AUBURN SCHOOL DISTRICT**

## **GUIDE TO THE SECOND SESSION OF THE 2020 TOWN MEETING & 2020 AUBURN SCHOOL DISTRICT**

AUBURN VILLAGE SCHOOL

March 10, 2020

Polls open at 7:00 A.M. and close at 7:00 P.M.

Dear Fellow Residents of Auburn:

This year marks the Town of Auburn's 12th experience with the Official Ballot Voting process that is commonly known as "SB2". The first portion of the annual Town Meeting was held on February 1st. At that deliberative session, the voters in attendance were presented with the seven articles on the warrant as proposed by the Board of Selectmen and the Budget Committee and one presented by citizen petition. After consideration of each article, Deliberative Session voters amended Article #9, the citizen petition article. All of these articles are being included on the ballot by the Town Clerk for your consideration at the second portion of Town Meeting. Your chance to cast your vote on these issues, within the privacy of the voting booth, is **Tuesday, March 10th from 7:00 A.M. to 7:00 P.M.** at the **Auburn Village School**.

In concert with the Auburn School Board, we are again pleased to provide you with this joint publication that details the issues and items you will be asked to cast your votes on in March.

We realize that sometimes lengthy legal language required by law to write various warrant articles can be confusing to voters who have not been actively involved in the debate that created the article. To help voters have a clearer understanding of each topic, we have prepared the ensuing Voter's Guide for your consideration. The guide is meant to explain, in common language, the intent of each article, as well as offer some background information on the topic. This guide supplements the annual Town Report, which will be available at the Town Hall, the Library, the Police Station and online via the Town's website ([www.auburnnh.us](http://www.auburnnh.us)). Should you have any questions regarding your town government after reviewing these documents, we urge you to contact any of our Board members or Town Administrator Bill Herman (483-5052) for further information or clarification. Any one of us would be pleased to answer any questions you may have.

Important decisions regarding the level or type of service your school district and town government delivers to you will be made at the polls. In addition, there are positions within the town and school district governments which will be elected by your vote. We urge you to consider the issues, make informed decisions, and please come to the Auburn Village School on Tuesday, March 10th to cast your vote.

Auburn residents will have an opportunity to vote on the proposed budget and other issues by answering "Yes" or "No" to the questions on the official ballot that will be used in conjunction with the annual election. We are pleased to present you with this 2020 Voter's Guide to assist you as you prepare to vote on the various issues appearing on the School District and Town Meeting warrants.

Tax impact information listed in the guide will not be listed on the ballot. We have provided this information here to give voters an idea of what the individual items will cost if voters approve the item. The tax impact information listed in the voter's guide is simply an estimate based on a current snapshot in time using information and revenue projections that are available today. However, the actual tax rate is not set by the NH Department of Revenue Administration (NHDRA) until September or October, using actual information that is available at that time.

In closing, we would like to "Thank You" for the opportunity to represent you, and we appreciate your consideration as we work together to maintain Auburn as a great community to live in.

Sincerely,

Richard W. Eaton, Chairman  
Keith N. Leclair, Vice Chairman  
Todd R. Bedard, Selectman  
AUBURN BOARD OF SELECTMEN

# TOWN OF AUBURN and AUBURN SCHOOL DISTRICT VOTER'S GUIDE

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1. To choose candidates for Town Offices.

FOR SELECTMAN

Three Years

Vote for not more than ONE

Michael J. Rolfe

Russell Sullivan

\_\_\_\_\_ (Write-in)

FOR MODERATOR

Two Years

Vote for not more than ONE

Thomas Lacroix

\_\_\_\_\_ (Write-in)

FOR TOWN CLERK

Three Years

Vote for not more than ONE

Kathleen A. Sylvia

\_\_\_\_\_ (Write-in)

FOR TAX COLLECTOR

Three Years

Vote for not more than ONE

Susan Jenkins

\_\_\_\_\_ (Write-in)

FOR TREASURER

Three Years

Vote for not more than ONE

Christine Soucie

\_\_\_\_\_ (Write-in)

FOR SUPERVISOR OF THE  
CHECKLIST

Six Years

Vote for not more than ONE

Susan Jenkins

\_\_\_\_\_ (Write-in)

FOR PLANNING BOARD

Three Years

Vote for not more than ONE

Jeffrey Porter

\_\_\_\_\_ (Write-in)

FOR LIBRARY TRUSTEE

Three Years

Vote for not more than ONE

Marilyn Cavanaugh

\_\_\_\_\_ (Write-in)

FOR CEMETERY TRUSTEE

Three Years

Vote for not more than ONE

James D. Thompson

\_\_\_\_\_ (Write-in)

FOR TRUSTEE OF TRUST FUNDS

Three Years

Vote for not more than ONE

Barbara Carpenter

\_\_\_\_\_ (Write-in)

FOR POLICE COMMISSION

Three Years

Vote for not more than ONE

David C. Dion

\_\_\_\_\_ (Write-in)

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

Are you in favor of the adoption of the amendment proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

**Delete Article 8 - Reserved for Elderly Housing Regulations** in its entirety and replace it with **Article 8 - 55 and Older Housing Regulations**. If adopted, the ordinance will expand and/or re-define requirements for housing designed for 55 and older residents including, but not limited to, decreasing the minimum and increasing the maximum sizes of housing units; reducing the density allowance for housing units; establishing requirements for road construction; requiring covered parking spaces; and specifying additional requirements for landscaping, fire suppression systems, outdoor lighting, building design and site layout. **(Recommended by the Planning Board)**

YES \_\_\_\_ NO \_\_\_\_

This article is proposed by the Planning Board. Attempting to address long standing interest in providing housing designed for 55 and older residents within the Town of Auburn, the Planning Board has worked during the past year to develop proposed regulations that would encourage this type of development.

Key elements of the proposed regulations includes:

- Decreasing the minimum and increasing the maximum sizes of housing units
- Reducing the density allowance for housing units
- Establishing requirements for road construction
- Requiring covered parking spaces
- Specifying additional requirements for:
  - ◆ Landscaping
  - ◆ Fire suppression systems
  - ◆ Outdoor lighting
  - ◆ Building Design
  - ◆ Site Layout

Overall, the proposed ordinance is intended to provide a set of standards that could encourage some housing development designed specifically for 55 and Older residents.

A **“Yes”** vote would approve the Planning Board’s recommendation and will make changes to the zoning regulations for the provision of 55 and Older Housing Regulations.

A **“No”** vote would leave the Town of Auburn Zoning Ordinance unchanged and would not make any provisions intended to encourage 55 and Older Housing.

3. To see if the Town will vote to approve the cost items for year two of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$14,482 over FY 2019 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Fourteen thousand four hundred eighty-two dollars (**\$14,482**), such sum representing the negotiated increase over 2019 salaries, fringe benefits and other cost items at the current staffing levels. Cost items for FY2021 will be presented to the voters for their approval in March 2021 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen)**  
**(Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

This article was proposed by the Board of Selectmen and the Board of Police Commissioners. In 2012 members of the Auburn Police Department exercised their right to form a collective bargaining unit that is known as the Auburn Police Union. Included in this unit, as certified by the NH Public Employees Labor Relations Board, are 16 positions including two full-time and one part-time Sergeants and five full-time and six part-time Police Officers. In 2013, the Auburn Police Union and the Town of Auburn were able to reach accord for a first time collective bargaining agreement that covered the period of April 1, 2013 through March 31, 2014, which was approved by voters in March 2013. In 2014, agreement was reached for a second contract that covered the two-year period of April 1, 2014 through March 31, 2016. And in 2016, agreement was reached for a third contract that covered the three-year period of April 1, 2016 through March 31, 2019.

In 2018, agreement was reached for a fourth contract that covers the three year period of April 1, 2019 through March 31, 2022.

Article 3 of the 2020 Town Warrant is seeking funding for the cost items of the second year of this three-year agreement which totals \$14,482. Funding for Year Three will be brought forward for approval in March 2021.

In general terms, the funds requested this year will cover the potential of a 1.5% Cost of Living Adjustment (COLA) and step increase (2%) for all full-time and part-time officer positions covered by the Auburn Police Union. The funding also includes the costs of the related payroll benefits of Social Security, Medicare and/or the NH Retirement System, depending on the position.

The COLA and step increase adjustments are exactly the same that are included in the proposed operating budget for all other full and part-time Town employees who are not part of a collective bargaining unit.

A **“Yes”** vote would approve the cost items for year two of the three-year collective bargaining agreement between the Town of Auburn and the Auburn Police Union.

A **“No”** vote would not provide funding for year two of the three-year collective bargaining agreement between the Town of Auburn and the Auburn Police Union, and would result in both sides returning to the negotiation table during 2020 to work on a new agreement.

**2020 Tax Impact: \$0.02**

4. To see if the Town will vote to raise and appropriate the sum of Ninety-eight-thousand dollars (**\$98,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

This article was proposed by the Board of Selectmen. In 2006 Auburn voters established a Capital Reserve Fund for the purpose of maintaining and repairing Town buildings as the need might arise. Since it was established in 2006, the Capital Reserve Fund has been used to:

- replace the roof on the Town Hall, Griffin Free Public Library and Highway Garage;
- replace a portion of the floor in the Griffin Free Public Library;
- repair or replace the electrical and heating systems, insulation and garage doors at the former incinerator building for the Highway Department;
- replace the oil burner and water softening system at the Pingree Hill Fire Station;
- cover a significant portion of the renovation work performed on the Town Hall in 2010;
- make improvements to the records storage vault at the Town Hall;
- repair the central air conditioning system at the Auburn Police Department;
- repair toilets in the holding cells at the Auburn Police Department;
- replace the septic system at the Town Hall;
- repair HVAC system at the Safety Complex;
- paint the exterior of the Town Hall;
- install new records storage system for land use files at Town Hall;
- replace the front deck and railing at the Griffin Free Public Library;
- renovate the front entrance to the Town Hall, and
- cover a major portion of an addition to the Police Department in 2019.

As 2020 begins, the fund has a balance of approximately \$30,000. The original intention in establishing the fund was to maintain close to a \$100,000 balance in order to have funds available should any significant repair work become necessary on any Town building. In 2020, at a minimum, anticipated work includes renovations and improvements to the Pingree Hill Fire Station (\$28,000), insulation of the Safety Complex (\$12,000—\$18,000) and painting and repairs to the Training Room at the Safety Complex (\$1,000), all of which would come from this fund.

The Board of Selectmen is asking to place \$98,000 into this Capital Reserve Fund at the urging of the Budget Committee to accomplish the work noted above and to get the balance closer to the original intended balance of \$100,000. The warrant article as presented would have the \$98,000 come from the undesignated fund balance (surplus) of the Town and not from a direct appropriation of new tax dollars.

A **“Yes”** vote would authorize the deposit of \$98,000 in the Town Buildings Rehabilitation Capital Reserve Fund, with the money coming from the Town’s undesignated fund balance. This would result in a balance of approximately \$80,000 in the fund.

A **“No”** vote would not authorize the deposit of \$98,000 in the Town Buildings Rehabilitation Capital Reserve Fund resulting in a balance of approximately \$30,000 being available in the fund. It also would not allow the needed repairs at the Pingree Hill Station.

**2019 Tax Impact: \$0.00**

5. To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (\$25,000) to be placed into the Town Properties Rehabilitation Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020.

**(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

This article was proposed by the Board of Selectmen. In 2019 Auburn voters established an Expendable Trust Fund for the purpose of maintaining and repairing Town property other than buildings as the need might arise.

Examples of what these funds may be used for on any Town property include:

- Parking Lot Improvements
- Major Repair or Replacement of Septic Systems
- Improvements to Parks or Grounds
- Large Tree Removal
- Improvements to Parking Lot Lights
- Town share of funding for Grant Funded Projects
- Improvements to Sidewalks and Walkways
- Repair or Replacement of Dugouts

In 2019, \$50,000 was placed in this fund and none was expended in 2019.

In 2020, an additional \$25,000 is proposed., which would bring the fund three-quarters of the way to the initial \$100,000 thought to be a reasonable goal for the fund. The Town anticipates the replacement of the current 82 street lights throughout Auburn with new energy efficient LED units could take place in 2020. Project costs have been estimated to be nearly \$25,000, and could be funded from this property fund.

As proposed, the 2020 money would come from the Undesignated Fund Balance and would not be raised by additional taxation.

A **"Yes"** vote would authorize the deposit of \$25,000 in the Town Properties Rehabilitation Expendable Trust Fund, with the money coming from the Town's undesignated fund balance. This would result in a balance of approximately \$75,000 in the fund.

A **"No"** vote would not authorize the deposit of \$25,000 in the Town Properties Rehabilitation Expendable Trust Fund resulting in a balance of approximately \$50,000 being available in the fund.

**2020 Tax Impact: \$0.00**



6. To see if the Town will vote to establish a Fleet Maintenance and Replacement Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses in the operation, maintenance and/or replacement of the fleet of vehicles and equipment utilized by Town departments; to raise and appropriate the sum of Twenty-five-thousand dollars (\$25,000) to put in the fund, with this amount to come from the undesignated fund balance as of December 31, 2019; and to designate the Board of Selectmen as agents to expend from this fund. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

This article was proposed by the Board of Selectmen. After responding to several unanticipated and costly repairs to Town vehicles and equipment in 2019, the Fire Chief recommended and the Board of Selectmen is proposing that a Fleet Maintenance and Replacement Expendable Trust Fund be established to enable the Ton to address large, unanticipated expenses in the operation, maintenance and/or replacement of vehicles and equipment.

This fund was initially proposed and included in the Town's Capital Improvement Plan for 2020 – 2025. as adopted by the Planning Board. The Budget Committee has also endorsed the proposed account.

These funds could be utilized to cover unanticipated and extraordinary costs to either repair or replace vehicles or equipment that was not provided for in the Town budget. These vehicles can include:

- ◆ Fire and Rescue Trucks
- ◆ Police Cruisers
- ◆ Building Inspector Vehicle
- ◆ Parks & Recreation Pick-up Truck

In 2019, the Town faced nearly \$10,000 in unanticipated expenses with several of the Town's fire trucks, which resulted in the finding of funds available in other portions of the Town budget to cover that expense. These types of items do not occur every year or on an regular cycle, making it hard to budget for them in the operating budget.

The warrant article requests \$25,000 to be placed in the fund. The money would come from the Undesignated Fund Balance and would not be raised by additional taxation.

There is no immediate plans for expenditures in 2020.

A **"Yes"** vote would authorize the establishment of a Fleet Maintenance and Replacement Expendable Trust Fund and would initially place \$25,000 in the fund with the money coming from the Town's undesignated fund balance.

A **"No"** vote would not establish this reserve fund to address unanticipated vehicle and equipment property issues as they may arise and force the Town to utilize funds in the operating budget intended for another purpose if a need arose.

**2020 Tax Impact: \$0.00**

7. To see if the Town will vote to raise and appropriate the sum of Forty-three thousand dollars (\$43,000) for the purpose of building a 20' x 40' storage building on Town property at 55 Eaton Hill Road. This sum to come from the Municipal Aid revenue from the State of New Hampshire with no additional amount to be raised by taxation in 2020. Should the Municipal Aid revenue from the State of New Hampshire not be received by the Town, this warrant article would be null and void.

**(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

This article was proposed by the Board of Selectmen. During the past several years, the Town has identified a need to have a centralized storage facility to handle mainly the tools, equipment, supplies and materials used by the Parks & Recreation Commission.

Currently, the Commission has approximately \$35,000 worth of materials including:

- ⇒ Nearly \$8,000 of hand tools and equipment,
- ⇒ Power tools including power washer, chain saws and blower;
- ⇒ A commercial size gas grill
- ⇒ Supply of nuts, bolts, nails, widgets, etc.
- ⇒ A four-wheeler ATV with snow blow and rear pull unit for maintenance of the ice skating rink
- ⇒ Flags, poles and brackets for display in the center of the community
- ⇒ Event signs, banners and supplies
- ⇒ Four "Pop-up" Event Tents
- ⇒ Folding tables and chairs
- ⇒ Two ladders
- ⇒ Utility trailer

These items are currently stored throughout the community at three different private residences, a rented self-storage unit, under the front porch of the Town Hall and in one bay at the Fire Station at the Safety Complex. A 20' x 40' storage building to be located on the property of the Safety Complex is proposed to centralize the storage of this inventory, in addition to providing for better inventory control and organization.

The Town is to receive approximately \$43,300 in one-time Municipal Aid funds from the State of New Hampshire in 2020, and it is proposed to use these funds to build the storage building. The use of the State funds in this manner would result in no funds being raised by property taxation.

A "Yes" vote would approve the construction of a 20' x 40' storage building on the property of the Safety Complex.

A "No" vote would not authorize the construction of a 20' x 40' storage building as outlined.

**2020 Tax Impact: \$0.00**

8. To see if the Town will vote to accept the Marion Heald Scholarship Fund to be administered and invested by the Trustees of Trust Funds, who will manage the fund for the purpose for which the Marion Heald Scholarship Foundation was established, pursuant to the provisions of RSA 31:19-a, IV.”

YES \_\_\_\_ NO \_\_\_\_

This article was proposed by the Board of Selectmen, at the request of the directors of the Marion Heald Scholarship Foundation.

Marion Heald had been a long-time and active member of the Auburn community, including serving as the nurse at the Auburn Village School. Following her death in 1991, the Auburn Lions Club raised funds and established a scholarship in her memory. Annually, the fund provided \$1,000 in scholarship funds to Auburn students going to nursing school.

When the Auburn Lions Club was disbanded in 2017, the Marion Heald Scholarship Foundation, a domestic nonprofit corporation, was established to carry on the vision of annual scholarships being presented to Auburn students.

The Directors of the Marion Heald Scholarship Foundation this year has asked that instead, the funds they have collected be turned over to the Trustees of Trust Funds to hold, invest and manage. Once a year, \$1,000 will be issued to continue providing scholarships to local students.

If approved by the voters, the funds currently held by the Marion Heald Scholarship Foundation will be turned over to the Trustees of Trust Funds. Other than interest earned, no additional fund will be able to be contributed to this fund. The Trustees of Trust Funds will manage the funds until they are expended over time.

A **“Yes”** vote would authorize the transfer of funds from the Marion Heald Scholarship Foundation to the Trustees of Trust Funds for managing for the sole purpose of providing annual scholarships to Auburn students.

A **“No”** vote would not authorize the Trustees of Trust Funds to accept or manage the funds of the Marion Heald Scholarship Foundation, leaving the Foundation to have to determine another course of action.

**2020 Tax Impact: \$0.00**

9. To see if the Town will vote to adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property’s assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 0% of the assessed value of the qualifying solar energy system equipment under these statutes. (Majority vote required) **(By petition submitted and signed by at least twenty-five (25) certified petitioners) (Not Recommend by the Board of Selectmen)**

YES \_\_\_\_ NO \_\_\_\_

This article was submitted by a petition submitted and signed by at least twenty-five (25) registered voters. The article as originally presented to the Deliberative Session proposed a property tax exemption for solar energy systems equal to 50% of the assessed value of the qualifying equipment.

During the discussion of the article at the February 1st Deliberative Session, voters in attendance over-whelming approved an amendment to the article which reduced the proposed 50% of assessed value to 0% of assessed value. It is the amended article which appears on the March Town ballot.

Proponents of the petition article felt the property tax exemption would provide a financial incentive for homeowners to invest in solar energy systems and reduce the use of fossil fuels. They reported that approximately 135 municipalities offer some level of solar property tax exemption, and that the 50% proposal was a compromise from their original intent of proposing an exemption for 100% of the assessed value.

Town officials reported that currently there was just short of \$1,000,000 in assessed value already in the Town's valuation due to 44 residences and commercial property that currently have solar energy systems. There are another eight to 10 properties that installed solar energy systems during the past year that will be added to the property valuation in 2020, bringing the value to a minimum of \$1.2 million.

Voters speaking against the proposal at the Deliberative Session felt adding solar systems was a choice homeowners made to improve their properties, and other taxpayers should not be asked to subsidize those investments through a tax exemption. It was also noted the removal of the approximate \$600,000 from the Town's net assessed valuation would result in a two-cent increase in the Town portion of the tax rate. This would be in addition to the 32-cent impact that all of property tax credits and exemptions currently have on the tax rate.

A **"Yes"** vote may be viewed as a vote in support of solar energy systems, but it would not implement an exemption or reduction in property values for assessment purposes due to the 0% of assessed value included in the proposal.

A **"No"** vote may be viewed as a vote not to provide local public support of solar energy systems, but it would not implement an exemption or reduction in property values for assessment purposes.

In this instance, a "Yes" vote or a "No" vote results in the same action — there would be no reduction in assessed valuations for solar energy systems.

**2020 Tax Impact: \$0.00**

10. To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,510,472**? Should this article be defeated, the default budget shall be **\$5,606,761**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

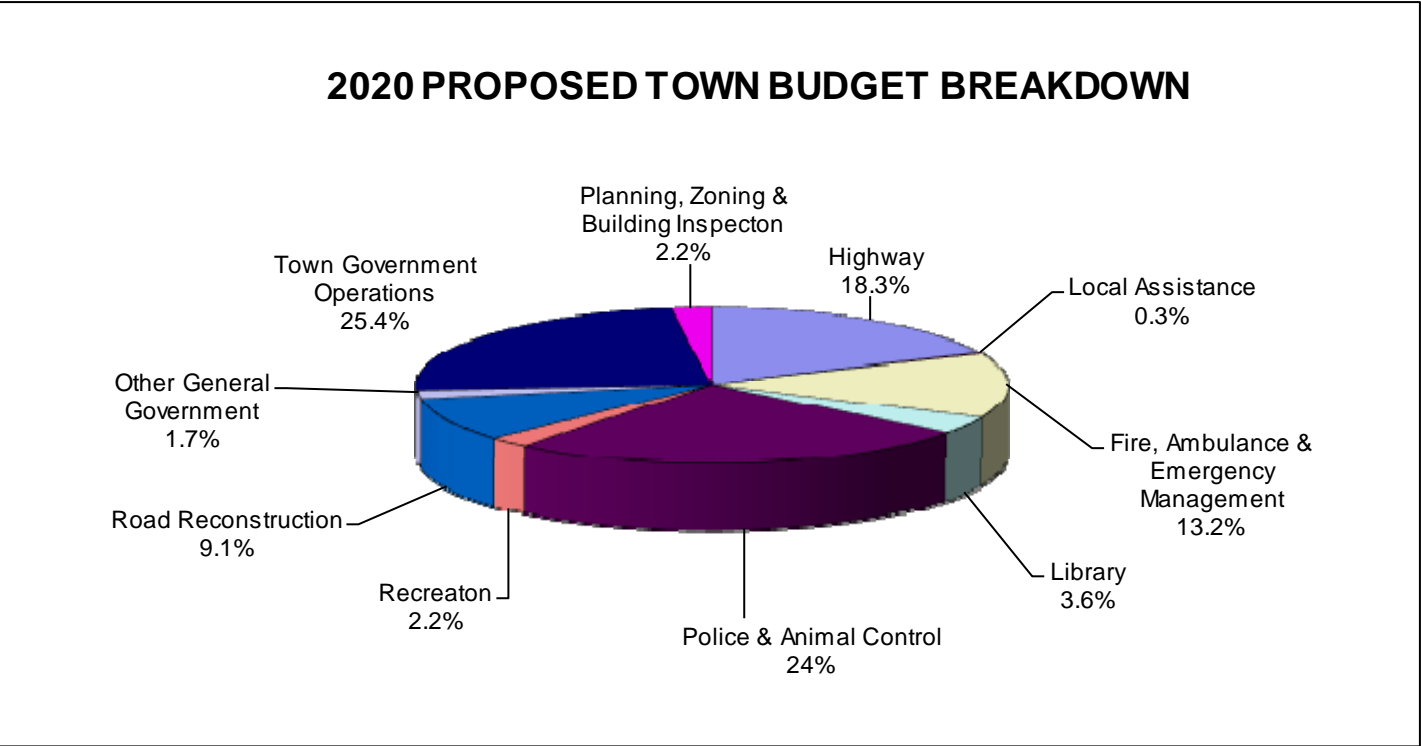
YES \_\_\_\_ NO \_\_\_\_

A “Yes” vote would approve the proposed 2020 operating budget of \$5,510,472 as presented by the Budget Committee.

2020 Tax Impact—\$3.37

A “No” vote would not approve the proposed operating budget as presented by the Budget Committee and would result in the Default Budget totaling \$5,606,761, calculated by the Board of Selectmen, being adopted.

2020 Tax Impact—\$3.48



**TOWN OF AUBURN**  
**2020 PROPOSED BUDGET and 2020 DEFAULT BUDGET**

<b>Department</b>	<b>Budgeted 2019</b>	<b>Expended 2019**</b>	<b>Proposed 2020</b>	<b>Default Budget</b>
Executive	279,499.00	275,475.00	283,544.00	279,500.00
Election, Registration & Vital Statistics	89,647.00	78,976.00	114,956.00	112,962.00
Financial Administration	107,854.00	105,033.00	100,890.00	105,606.00
Legal Expenditures	36,000.00	28,850.00	30,000.00	36,000.00
Personnel Administration	406,379.00	388,952.00	464,499.00	462,997.00
Planning & Zoning	49,151.00	18,152.00	47,152.00	49,151.00
General Government Buildings	139,230.00	123,942.00	135,839.00	134,050.00
Cemeteries	33,960.00	30,967.00	34,382.00	33,960.00
Insurance	112,024.00	95,774.00	117,595.00	120,553.00
Advertising & Regional Associations	9,313.00	9,196.00	9,337.00	9,337.00
Other General Government	115,437.00	111,001.00	111,871.00	111,031.00
Police	1,329,267.00	1,265,675.00	1,294,289.00	1,289,749.00
Ambulance	84,735.00	84,735.00	86,858.00	86,585.00
Fire	476,189.00	449,582.00	519,885.00	499,069.00
Building Inspection	72,518.00	62,824.00	73,404.00	72,036.00
Emergency Management	3.00	0.00	1,804.00	3.00
Other Public Safety - Town Details	1,000.00	500.00	1,000.00	1,000.00
Highways & Streets	997,997.00	1,028,802.00	1,007,255.00	997,997.00
Street Lighting	18,000.00	14,787.00	14,000.00	14,000.00
Solid Waste Disposal	22,401.00	19,759.00	25,751.00	25,751.00
Health Administration	2,638.00	2,041.00	2,698.00	2,638.00
Animal & Pest Control	21,266.00	21,036.00	21,929.00	21,588.00
Health Agencies & Hospitals	5,875.00	5,875.00	5,875.00	5,875.00
Direct Assistance	17,001.00	4,012.00	15,501.00	17,000.00
Intergovernmental Welfare Payments	4,471.00	4,471.00	4,471.00	4,471.00
Parks & Recreation	125,867.00	117,790.00	117,487.00	135,149.00
Library	183,324.00	176,599.00	201,099.00	198,719.00
Patriotic Purposes	6,500.00	5,570.00	11,500.00	6,500.00
Conservation Commission	2,571.00	591.00	2,139.00	2,571.00
Principle - Bonds & Notes	1.00	0.00	1.00	1.00
Interest - Bonds & Notes	1.00	0.00	1.00	1.00
Tax Anticipation Note Interest	1.00	0.00	1.00	1.00
Machinery, Vehicles & Equipment	120,910.00	120,909.00	120,910.00	120,910.00
Road Reconstruction	650,000.00	676,250.00	500,000.00	650,000.00
Recreation Improvements	91,332.00	90,814.00	3,700.00	0.00
Review of Library Building & Property	0.00	0.00	28,850.00	0.00
<b>TOTAL OPERATING BUDGET</b>	<b>\$5,612,362.00</b>	<b>\$5,418,940.00</b>	<b>\$5,510,473.00</b>	<b>\$5,606,761.00</b>

**\*\* Expended 2019 Column is as of January 22, 2020 and does not reflect final year-end adjustments, postings or accrued expenses.**

## 2020 Town of Auburn – Proposed Budget Summary

The proposed 2020 operating budget of \$5,510,472 as presented by the Auburn Budget Committee represents a decrease of \$62,757 (1.13%) from the approved Town budget for 2019. The estimated tax rate decrease in the Town portion of property taxes would be \$0.15 to support this proposed budget.

Some highlights of the proposed budget that will continue to allow for the same level of quality services the residents of Auburn have come to expect include.

- The **Elections and Registration** budget reflects an increase due to there being four elections in 2020, where there were only local March elections in 2019.
- The **Financial Administration** budget has been decreased by nearly \$5,000 as a result of statutory changes in the manner of assessing utility property.
- The **Legal Expenditures** budget has been reduced by \$6,000 in anticipation of less activity in this area.
- The **Personnel Administration** budget reflects a \$60,000 increase due, in part, to a 0.9% rate increase for the employer's share of health insurance costs, as well some changes in individual types of coverage (i.e. – single or two-person to family) since 2019.
- The **Cemetery** budget has been increased by \$4,000 due to the Town accepting responsibility for maintenance of the Robie Family Burial Ground in 2019 and for work needed to address a grub infestation that will be treated.
- The **Insurance** budget reflects an increase of \$5,500 due to Workers' Compensation costs.
- The **General Government** budget reflects a decrease of \$4,000 due to last year's one-time replacement of a network file server at the Town Hall.
- The **Police Department** budget has been increased by approximately \$30,000 largely to absorb the full year's wages and benefits of an additional full-time officer position established in July of last year.
- The **Fire Department** budget reflects an increase of approximately \$70,000 to provide for per diem firefighter coverage on weekends, address needed vehicle and equipment maintenance, address building maintenance and repairs, enhanced SCBA equipment and maintenance efforts and established salary for the Fire Chief.
- The **Emergency Management** budget reflects a decrease of \$1,800 to provide for some specific equipment needs identified by the Emergency Management Director.
- The **Highway** budget reflects an increase of \$10,000 mainly to provide more funding for the annual shimming and overlaying of Town roads.
- The **Solid Waste** budget was increased by \$3,000 to install two additional groundwater monitoring wells at the closed landfill property as required by the NHDES.
- The **Direct Assistance** budget has been decreased by \$1,500 based on the case load and expenditures of 2019.
- The **Recreation** budget reflects a decrease of approximately \$8,000 due to specific work efforts having been accomplished for fields & property maintenance last year.
- The **Road Reconstruction** account has been reduced by \$150,000 as the Town is nearing a point when most major reconstruction work has been completed.
- The **Capital Expenditures** budget reflects one time cost of \$28,850 for the evaluation of the library land and building for future expansion.
- The **Recreation Improvements** account reflects a decrease of nearly \$88,000 with the lighting at Eddows Recreational Fields completed in 2019.
- The overall **Town Budget** includes the potential for Step Increases (2%) for Town employees, in addition to a general cost of living adjustment (COLA) of 1.5% for all employees.

# ESTIMATED HOMEOWNER COST FOR PROPOSED 2020 TOWN BUDGET

Budget by Department	Proposed 2020 Budget	% of Total 2020 Budget	Estimated Tax Dollars Per Year Based on Assessed Value					
			250K Home	300K Home	350K Home	400K Home	450K Home	500K Home
General Executive	\$ 283,544	4.96%	\$ 42.04	\$ 50.45	\$ 58.86	\$ 67.27	\$ 75.67	\$ 84.08
Elections & Registrations	\$ 114,956	2.01%	\$ 17.04	\$ 20.45	\$ 23.86	\$ 27.27	\$ 30.68	\$ 34.09
Financial Administration	\$ 100,890	1.77%	\$ 14.96	\$ 17.95	\$ 20.94	\$ 23.99	\$ 26.93	\$ 29.92
Legal Expense	\$ 30,000	0.52%	\$ 4.46	\$ 5.34	\$ 6.23	\$ 7.12	\$ 8.01	\$ 8.90
Personnel Administration	\$ 464,499	8.13%	\$ 68.87	\$ 82.65	\$ 96.42	\$ 110.45	\$ 123.97	\$ 137.74
Planning & Zoning	\$ 47,152	0.82%	\$ 6.99	\$ 8.39	\$ 9.79	\$ 11.19	\$ 12.58	\$ 14.02
Government Buildings	\$ 135,839	2.38%	\$ 20.19	\$ 24.17	\$ 28.20	\$ 32.23	\$ 36.25	\$ 40.38
Cemeteries	\$ 34,382	0.60%	\$ 5.10	\$ 6.12	\$ 7.14	\$ 8.16	\$ 9.20	\$ 10.20
Insurance	\$ 117,595	2.06%	\$ 17.44	\$ 20.92	\$ 24.41	\$ 27.96	\$ 31.38	\$ 34.87
Advertising & Regional Assoc.	\$ 9,337	0.16%	\$ 1.38	\$ 1.66	\$ 1.94	\$ 2.22	\$ 2.50	\$ 2.77
Other General Government	\$ 111,871	1.96%	\$ 16.63	\$ 19.90	\$ 23.22	\$ 26.54	\$ 29.86	\$ 33.25
Police Department	\$ 1,294,289	22.64%	\$ 191.90	\$ 230.28	\$ 269.30	\$ 307.77	\$ 346.24	\$ 383.81
Ambulance	\$ 86,858	1.52%	\$ 12.91	\$ 15.45	\$ 18.03	\$ 20.61	\$ 23.18	\$ 25.76
Fire Department	\$ 519,885	9.10%	\$ 77.26	\$ 92.50	\$ 107.92	\$ 123.33	\$ 139.08	\$ 154.17
Building Inspection	\$ 73,404	1.28%	\$ 10.88	\$ 13.06	\$ 15.24	\$ 17.41	\$ 19.59	\$ 21.77
Emergency Management	\$ 1,804	0.03%	\$ 0.27	\$ 0.32	\$ 0.37	\$ 0.43	\$ 0.48	\$ 0.53
Other Public Safety - Town Details	\$ 1,000	0.02%	\$ 0.15	\$ 0.18	\$ 0.21	\$ 0.24	\$ 0.27	\$ 0.30
Highway Department	\$ 1,007,255	17.62%	\$ 149.34	\$ 179.21	\$ 209.08	\$ 238.95	\$ 268.82	\$ 298.69
Street Lighting	\$ 14,000	0.24%	\$ 2.08	\$ 2.49	\$ 2.91	\$ 3.32	\$ 3.74	\$ 4.15
Solid Waste Disposal	\$ 25,751	0.45%	\$ 3.82	\$ 4.59	\$ 5.35	\$ 6.11	\$ 6.87	\$ 7.64
Health Officer	\$ 2,698	0.05%	\$ 0.40	\$ 0.48	\$ 0.56	\$ 0.64	\$ 0.72	\$ 0.80
Animal Control	\$ 21,929	0.38%	\$ 3.25	\$ 3.90	\$ 4.55	\$ 5.20	\$ 5.85	\$ 6.50
Health Agencies	\$ 5,875	0.10%	\$ 0.87	\$ 1.05	\$ 1.22	\$ 1.39	\$ 1.57	\$ 1.74
Direct Assistance	\$ 15,501	0.27%	\$ 2.30	\$ 2.76	\$ 3.22	\$ 3.68	\$ 4.14	\$ 4.60
Intergovernmental Welfare	\$ 4,471	0.08%	\$ 0.66	\$ 0.80	\$ 0.93	\$ 1.06	\$ 1.19	\$ 1.33
Parks & Recreation	\$ 117,487	2.06%	\$ 17.42	\$ 20.90	\$ 24.39	\$ 27.87	\$ 31.36	\$ 34.84
Library	\$ 201,099	3.52%	\$ 29.82	\$ 35.78	\$ 41.74	\$ 47.71	\$ 53.67	\$ 59.63
Patriotic Purposes	\$ 11,500	0.20%	\$ 1.71	\$ 2.05	\$ 2.39	\$ 2.73	\$ 3.07	\$ 3.41
Conservation Commission	\$ 2,139	0.04%	\$ 0.32	\$ 0.38	\$ 0.44	\$ 0.51	\$ 0.57	\$ 0.63
Long Term Debt - P & I	\$ 2	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tax Anticipation Note Interest	\$ 1	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FD Fire Truck (Lease)	\$ 120,910	2.12%	\$ 17.93	\$ 21.51	\$ 25.10	\$ 28.68	\$ 32.27	\$ 35.85
Road Reconstruction	\$ 500,000	8.75%	\$ 74.13	\$ 88.96	\$ 103.79	\$ 118.62	\$ 133.44	\$ 148.27
Recreation Improvements	\$ 3,700	0.06%	\$ 0.55	\$ 0.66	\$ 0.77	\$ 0.88	\$ 0.99	\$ 1.10
Review of Library Bldg. & Property	\$ 28,850	0.50%	\$ 4.28	\$ 5.13	\$ 5.99	\$ 6.84	\$ 7.70	\$ 8.56
<b>Sub-Total (Operating Budget)</b>	<b>\$ 5,510,473</b>	<b>96.41%</b>	<b>\$ 817.03</b>	<b>\$ 980.44</b>	<b>\$ 1,143.85</b>	<b>\$ 1,307.25</b>	<b>\$ 1,470.66</b>	<b>\$ 1,634.07</b>

<b>Warrant Articles</b>								
Auburn Police Union Contract	\$ 14,482	0.25%	\$ 2.15	\$ 2.58	\$ 3.01	\$ 3.44	\$ 3.87	\$ 4.29
Town Buildings Reserve Fund	\$ 98,000	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Properties Expendable Fund	\$ 25,000	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fleet Maintenance Expendable Fund	\$ 25,000	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storage Building	\$ 43,000	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total (Warrant Articles)</b>	<b>\$ 205,482</b>	<b>3.59%</b>	<b>\$ 2.15</b>	<b>\$ 3.19</b>	<b>\$ 3.73</b>	<b>\$ 4.26</b>	<b>\$ 4.79</b>	<b>\$ 5.32</b>

<b>Total Town Budget 2020</b>	<b>\$ 5,715,955</b>	<b>100.00%</b>	<b>\$ 819.18</b>	<b>\$ 983.63</b>	<b>\$ 1,147.58</b>	<b>\$ 1,311.51</b>	<b>\$ 1,475.45</b>	<b>\$ 1,639.39</b>
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## 2019 Approved Total Tax Rate

Town	\$ 3,095,000	3.59	\$ 897.50	\$ 1,077.00	\$ 1,256.50	\$ 1,436.00	\$ 1,615.50	\$ 1,795.00
Local School	\$10,626,572	12.35	\$ 3,087.50	\$ 3,705.00	\$ 4,322.50	\$ 4,940.00	\$ 5,557.50	\$ 6,175.00
State School	\$ 1,652,389	1.96	\$ 490.00	\$ 588.00	\$ 686.00	\$ 784.00	\$ 882.00	\$ 980.00
County	\$ 781,399	0.91	\$ 225.00	\$ 273.00	\$ 318.50	\$ 364.00	\$ 409.50	\$ 455.00
	\$16,155,360	\$ 18.81	\$ 4,702.50	\$ 5,643.00	\$ 6,583.50	\$ 7,524.00	\$ 8,464.50	\$ 9,405.00



## 2020 Town of Auburn - Default Budget Summary

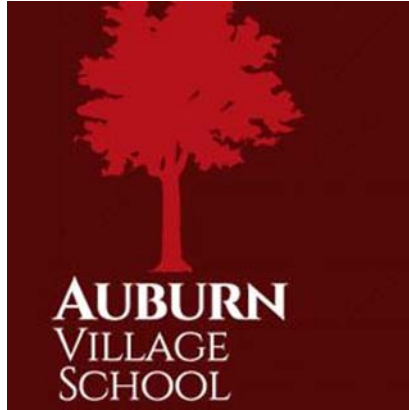
The proposed 2020 operating budget of \$5,510,473 as presented by the Auburn Budget Committee represents an decrease of \$101,889 from the approved Town budget for 2019. The estimated tax rate **decrease** in the Town portion of property taxes would be \$0.15 to support this proposed budget.

Under the "SB 2" budgeting process, should the proposed budget not be adopted, then a default budget of \$5,606,761 would take effect. The default budget, as developed by the Auburn Board of Selectmen, represents a decrease of \$5,601 from the approved budget for 2019, and would result in an estimated level tax rate in the Town portion of property taxes.

While the Proposed Operating Budget and the Default Budget are similar in many ways, there are differences in how money is allocated between the two budgets. The Default Budget begins with the approved budget of 2019. Clear one-time expenditures are to be deducted from that amount. Cost increases associated with contracted and other legal obligations the Town has (such as the number of elections scheduled during the year, personnel costs, fire and police dispatching services, ambulance service, assessing services, utility costs, NH Retirement System rates, the voter's prior approval of the lease / purchase of a new rescue vehicle for the Fire Department, etc.) are added to the budget.

Highlighted below are some of the major differences between the Proposed 2020 Default Budget and what is contained in the proposed 2020 Operating Budget:

- The **Legal Expenses** budget would remain at the 2019 level of \$36,000, which is \$6,000 higher than the Proposed Operating Budget amount.
- The **Insurance** budget would be set at \$120,553, which is nearly \$3,000 more than the proposed budget for 2020.
- The **Highway** budget would remain at the 2019 level of \$997,997, which does not adequately provide for the increased costs in 2020 including the addition of two new roads requiring Town maintenance — Copley Court and Hawthorne Drive.
- The **Fire Department** budget would be reduced by nearly \$21,000, which would affect both personnel and the detailed preventative repair and maintenance program of Department apparatus and equipment.
- The **Emergency Management** budget would remain at the 2019 level of \$3.00 and would not support the updated equipment support for the Town's emergency services departments planned for 2020.
- The **Parks & Recreation** budget would be set at a level that is approximately \$17,000 more than what the Parks & Recreation Commission requested for 2020.
- The **Road Reconstruction** budget would remain at 2019's amount of \$650,000 and not be reduced to \$500,000.
- The **Library** budget would be approximately \$2,400 less than what was budgeted, affecting some planned both personnel adjustments.
- The **Recreation Improvement** budget would be reduced to \$0.00 due to last year's funds being included for a specific one-time capital project of adding lights to the soccer field and the parking lot at Eddows Recreational Fields.
- The overall **Town Default Budget** does not include the potential Step Increases (2.0%) and Cost of Living Adjustment (COLA) of 1.5% for non-unionized Town employees as defined in the Town of Auburn Personnel Policy, and the associated costs for FICA, Medicare and NH Retirement System contributions for those wage increases.



# AUBURN SCHOOL DISTRICT

## SCHOOL DISTRICT VOTING

To choose candidates for School District Offices.

FOR SCHOOL BOARD MEMBER  
Three Years  
Vote for not more than ONE

Janice Baker

\_\_\_\_\_ (Write-in)

FOR SCHOOL DISTRICT MODERATOR  
Two Years  
Vote for not more than ONE

Thomas Lacroix

\_\_\_\_\_ (Write-in)

2. Shall the Auburn School District vote to approve the cost items included in the collective bargaining agreement reached between the Auburn School Board and the Auburn Educational Association, which calls for the following increase in salaries and benefits at the current staffing levels over those paid in the prior fiscal year:

<u>Year</u>	<u>Estimated Increase</u>
2020-2021	\$133,435
2021-2022	\$113,257
2022-2023	\$121,078

And further to raise and appropriate the sum of \$133,435 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? **(Recommended by the School Board) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

The School District is seeking funding for the cost items of the first year of this three-year agreement which totals \$133,435. Funding for Years Two and Three will be included in the operating budget in their respective years of March 2021 and March 2022.

In general terms, the funds requested will cover the cost of a step plus 1.5% for all positions covered by the Auburn Education Association for each year of the agreement. The funding also includes the costs of the related payroll benefits of Social Security, Medicare and/or the NH Retirement System, depending on the position. In addition, there is an increase to the perfect attendance bonus and \$25 for each time a teacher gives up their planning period to cover a class for another teacher.

There is also a 1% increase to the employee's health insurance contribution the first two years of the agreement.

A **"Yes"** vote would approve the cost items for year one of the three-year collective bargaining agreement between the Auburn School Board and the Auburn Education Association.

A **"No"** vote would not provide funding for year one of the three-year collective bargaining agreement between the Auburn School Board and the Auburn Education Association, and would return both sides to the negotiation table during 2020 to work on a new agreement.

**2020 Tax Impact: \$0.15**

3. Shall the Auburn School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$16,212,656? Should this article be defeated, the default budget shall be \$15,927,999, which is the same as last year, with certain adjustments required by previous action of the Auburn School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

**(Recommended by the School Board) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

The majority of the approximate \$391,033 increase in the proposed operating budget is due to:

- ⇒ An increase in student transportation costs,
- ⇒ An increase in the number of students attending Pinkerton Academy,
- ⇒ An increase in the tuition rate to Pinkerton Academy,
- ⇒ An increase in the services for special education students
- ⇒ Additional salary and benefits from increasing the part time guidance counselor to full time
- ⇒ Wage and benefit increases for non-union staff

A **"Yes"** vote would approve the proposed 2020-2021 operating budget totaling \$16,212,656 as recommended by the Budget Committee.

**2020 Tax Impact: Local Education - \$12.99**  
**State Education - \$ 1.89**

A **"No"** vote would not approve the proposed operating budget as recommended by the Budget Committee and would result in the default budget totaling \$15,927,999, calculated by the School Board, being adopted.

**2020 Tax Impact: Local Education - \$12.66**  
**State Education - \$ 1.89**

4. Shall the Auburn School District raise and appropriate up to \$750,000 to be added to the School Construction Expendable Trust Fund established in March 2002 with said sum to come from proceeds of the sale of Lot #10-19 located on Hooksett Road n Auburn that was previously authorized by vote of the District in March 2016? No amount to be raised by additional taxation. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the property is sold or by June 30, 2025, whichever is sooner. **(Recommended by the School Board) (Recommended by the Budget Committee)**

YES \_\_\_\_ NO \_\_\_\_

In March 2002, the Auburn School District approved establishing a School Construction, Renovation and Expansion Expendable Trust Fund for the purposes of being able to address building issues as they come up.

Last March, the voters agreed to add \$15,000 to the trust fund bringing the balance back up to \$150,000.

The Auburn School Board is looking to appropriate up to \$750,000 of the proceeds of the sale of Lot #10-19 located on Hooksett Rd in Auburn into the School Construction, Renovation and Expansion Expendable Trust Fund.

These funds could possibly be used to purchase a neighboring piece of property to be able to address parking issues at the school and to better connect the Griffin Free Public Library with the school in the future.

A **"Yes"** vote would approve the transfer of up to \$750,000 from the sale of the property to the School Construction, Renovation and Expansion Expendable Trust Fund increasing the balance in the trust fund to approximately \$900,000. Any additional proceeds from the sale of the property would be returned to the town.

A **"No"** vote would not allow for the transfer of up to \$750,000 from the sale of the property to the School Construction, Renovation and Expansion Expendable Trust Fund and would leave the balance in the trust fund at approximately \$150,000. Any proceeds from the sale of the property would be returned to the town.

**2020 Tax Impact: \$0.00**

AUBURN SCHOOL DISTRICT  
2019-2020 APPROVED BUDGET and 2020-2021 PROPOSED BUDGET

Department	Budgeted 2019-2020	Proposed 2020-2021
<b><i>Instruction</i></b>		
Regular Programs	7,423,933.00	7,509,638.00
Special Programs	3,277,403.00	3,337,396.00
Other Programs	72,982.00	74,432.00
<b><i>Support Services</i></b>		
Student Support Services	730,381.00	695,145.00
Instructional Staff Services	257,100.00	299,142.00
<b><i>General Administration</i></b>		
Other School Board	43,101.00	43,101.00
<b><i>Executive Administration</i></b>		
SAU Management Services	299,886.00	327,826.00
School Administration Service	458,710.00	484,490.00
Plant Operations and Maintenance	575,071.00	652,771.00
Student Transportation	803,054.00	910,418.00
Support Service, Central and Other	219,475.00	215,629.00
<b><i>Non-Instructional Services</i></b>		
Food Services Operations	220,116.00	220,115.00
<b><i>Facilities Acquisition and Construction</i></b>		
Site Acquisition	1.00	0.00
Architectural/Engineering	1.00	0.00
<b><i>Debt Service</i></b>		
Debt Service - Principal	606,000.00	640,000.00
Debt Service - Interest	569,326.00	537,553.00
<b><i>Fund Transfers</i></b>		
To Food Service	1.00	0.00
To Other Special Revenue	265,000.00	265,000.00
To Capital Projects	1.00	0.00
To Expendable Trusts/Fiduciary Funds	1.00	0.00
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 15,821,543.00</b>	<b>\$ 16,212,656.00</b>
<b>WARRANT ARTICLES</b>		
Teachers Collective Bargaining Agreement	0.00	133,435.00
Building Expendable Trust Fund	15000.00	750,000.00
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 15,836,543.00</b>	<b>\$ 17,096,091.00</b>

# **TOWN OF AUBURN AUBURN SCHOOL DISTRICT ELECTION AND BALLOT VOTING**

**AUBURN VILLAGE SCHOOL**

**March 10, 2020**

**Polls open at 7:00 A.M. and close at 7:00 P.M.**



TOWN OF AUBURN  
P.O. Box 309  
Auburn, NH 03032

Presorted Standard  
U.S. POSTAGE  
PAID  
Auburn, NH 03032  
Permit No. 15

CARRIER ROUTE PRE SORT  
POSTAL CUSTOMER CR: