

POLICY CONCERNING THE SEAL OF THE TOWN OF AUBURN

RSA 31:93 indicates that: *"[E]very town shall provide for the use of its town clerk an official seal, bearing the name of the town and the date of its incorporation, and of such general design as may be approved by the selectmen thereof. Papers issued from the office of the town clerk may be attested therewith."*

The Town of Auburn has produced a seal which graphically represents the municipality and is inclusive of the name of the Town of Auburn and the information that Auburn was settled in 1720 and was incorporated in 1845.

As part of its statutory responsibility, the Town has an embossing seal which is used on certain official documents. This embossing seal is in possession of the Town Clerk as required by RSA 31:93.

Beyond this embossing seal, the Board of Selectmen has authorized the Town seal to be used for a number of official municipal purposes. These uses include, but may not be limited to:

- ❖ Letterhead and envelopes for various Town officials, boards and commissions
- ❖ Business cards for various Town officials
- ❖ Checks issued by the Town of Auburn
- ❖ Publication of the Annual Report of the Town of Auburn
- ❖ Publication of various regulations and ordinances of the Town of Auburn
- ❖ Within the department logos of the Auburn Fire Department and the Auburn Police Department
- ❖ As seals appearing on vehicles owned by the Town of Auburn such as fire trucks and police cruisers
- ❖ As an identifier on the official Town of Auburn website
- ❖ On the official ballot used for Town of Auburn and Auburn School District elections
- ❖ On the annual Voters Guide and other mailers published for the First and Second Sessions of the Auburn Town Meeting and Auburn School District Meeting
- ❖ Identifying clothing that is worn by Town of Auburn officials or personnel.

The seal of the Town of Auburn is intended to only be used for official business of the Town of Auburn, its officials, departments, boards and commissions.

The design, arrangement, presentation and layout of this seal is the property of Town of Auburn, NH and may be used only for official use by the Town of Auburn as outlined in this policy.

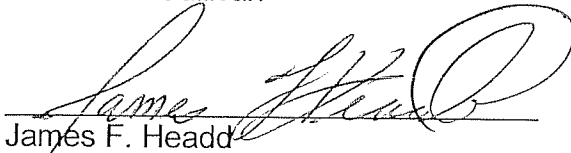
No other use of the Town seal is permitted without prior written permission from the Auburn, NH Board of Selectmen.

The Town reserves the right to take appropriate legal action to remedy any unauthorized use of the Town of Auburn seal, including but not limited to, seeking injunctive relief, costs and attorney's fees in the Superior Court.

Adopted by the Board of Selectmen the 19th day of March, 2012.



Russell C. Sullivan

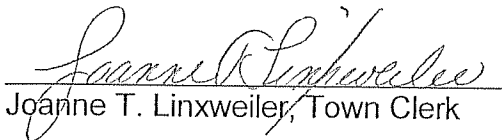


James F. Headd



Paul M. Raiche
AUBURN BOARD OF SELECTMEN

Received and recorded this 20 day of March, 2012



Joanne T. Linxweiler, Town Clerk