

**Town of Auburn
Board of Selectmen
March 5, 2018
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of March 5, 2018

Consent Agenda – as of March 5, 2018

() Appointments with the Board

() New Business

Codification of Town Ordinances

EMS Fast Response Vehicle

Maple Farm Road – Hazard Mitigation Grant Program

() Old Business

Update of Finance Assistant Job Posting

Update on Multi-Use Trail Project

() Other Business

Town & School District Voting Day – Tuesday, March 13th from 7 AM to 7 PM

Board of Selectmen's Meeting – Monday, March 19th at 7 PM

() Minutes

- February 26, 2018 Public Meeting
- February 26, 2018 Non-Public Meeting (x3)

() Non-Public Session pursuant to RSA 91-A: 3, II (c)

Review of previously sealed Non-Public Meeting Minutes

() 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."

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: March 1, 2018

Re: Codification of Town Ordinances and Policies

I wanted to advise the Board that during the coming year, we will be working on a project to organize all of the Town's various ordinances and operating policies into one central Town Code for the ease of access and reference by all parties.

This codification has been in a back of the mind thought process for a number of years, but came to the forefront today when Melissa Gates was looking for a specific ordinance on behalf of the Police Department.

Although the Town does not have the specific ordinance of interest (a noise ordinance), it lead to the conversation of having all of the Town's regulations organized into one central Town Code – much in the same manner the Standard Operating Policies for the Police Department and Fire Department have been organized.

In general, the ordinances and policies would be organized under general categories, and then assigned ordinance or policy numbers for reference purposes. We would format all of these regulations with a standard header that provides basic information upfront such as: Title of Ordinance or Policy; Date Adopted; How Adopted; Statutory Reference for Authority and the like.

The organization of the Town Codes will also be arranged in such a way that as ordinances or policies are adopted in the future, they will be able to be included into this system and process. We will be looking at a couple of other communities who have completed this type of work for ideas before getting underway.

Once the initial work is completed, the original hard copy of the Town Codes should be on file with the Town Clerk. But the completed code can also be in an electronic format and available to everyone throughout the Town system and the public via the Town's website.

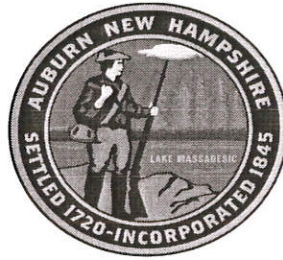
Melissa has offered to assist with the electronic formatting and organizing of the materials. We welcome her interest and assistance with this effort, and have encouraged she clear it with the administration of the Police Department.

This is not a simple two-week project. I anticipate that it will take a good part of this year, but should be a worthwhile effort once it is completed.

Thank you for your consideration.

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: February 28, 2018

Re: Auburn Fire Department – EMS Fast Response

The Board may want to have a conversation with Fire Chief Ed Gannon concerning the potential continued use of the former Ford Explorer police cruiser we have provided to the Chief to use as a command vehicle until the new Chevrolet Tahoe is in service.

At a Department Head meeting this week, the Chief indicated the Fire Department plans to keep the Explorer in service once the new Tahoe is online to serve as an EMS Fast Response vehicle. As I understood it, this would be utilized instead of sending a heavier Rescue Vehicle on an EMS call for service.

The Explorer was one of two taken out of service by the Police Department in 2017 and were slated to be sold. I offered use of one of the vehicles to the Fire Chief for the interim period of not having the Fire Chief's Command Vehicle in service.

There are pluses and minuses to expanding the Fire Department fleet by another vehicle, and the decision as to whether to do that or not rests with the Board of Selectmen and not the department.

This should be a conversation the Board should consider having once the new Command Vehicle is in service.

Thank you for your consideration.

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 2, 2018

Re: Maple Farm Road Drainage – Hazard Mitigation Grant Program

Over the past three or four years, it has been mentioned the Town would apply for Hazard Mitigation Grant Program funding for the improvement of drainage on Maple Farm Road that will also result in improving conditions on a portion of Hooksett Road as well.

This project has been identified in the Town's Hazard Mitigation Plan since its adoption in 2012.

Hazard Mitigation Grant funding has been made available statewide due to several disaster declarations last year. As a result, we have submitted the required Letter of Intent to apply for HMGP funding and have been invited to apply for funding that is currently available.

The application deadline for this round of grant funding is September 9, 2018. I would not anticipate approval being known until early 2019 at the earliest. The Letter of Intent and even the grant application does not commit the Town to moving forward with this project. The Town appropriating its share of project costs is what commits the Town to the project.

When this project was scoped out by Stantec Consulting in 2017 the total project cost was estimated at \$115,879, of which the HMGP would cover 80% (\$86,909.25) and the Town would be responsible for 20% (\$28,969.75).

If approved, the Board would be able to decide whether to fund the Town's portion of the project through the general Road Reconstruction account as one of the projects for that year, or to have a special warrant article for the totality of the project. This would not have to be considered until FY 2019 at the earliest.

Thank you for your consideration.

Attachment

Bill Herman

From: Welch, Whitney <Whitney.Welch@dos.nh.gov>
Sent: Thursday, March 01, 2018 6:00 PM
To: Bill Herman
Cc: Marinaccio, Alexander
Subject: Hazard Mitigation Grant Program (DR4355) Application Package
Attachments: Eligibility and Completeness Review Checklist.pdf; HMGP Application.docx; FEMA ASSURANCE_1.pdf; FEMA ASSURANCE_2.pdf; FEMA ASSURANCE_3.pdf; EHP Checklist.pdf; EHP Flood Risk Reduction.pdf; Match-Commitment-letter-sample.docx

Importance: High

Good afternoon, Mr. Herman -

Thank you for submitting a Letter of Intent (LOI) to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) for the **Hazard Mitigation Grant Program (HMGP)** implemented by Presidential Disaster Declaration **DR4355** (October 29 - November 1 Severe Storms and Flooding). Upon review of your submission it has been determined your localized flood risk reduction project is an eligible activity in accordance with the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Assistance (HMA) Guidance. **PLEASE NOTE, THIS ELIGIBILITY NOTIFICATION DOES NOT MEAN A GRANT HAS BEEN OR WILL BE AWARDED.**

Attached you will find the following items:

- ❖ Eligibility and Completeness Review Checklist for Project Subapplications (Please reference "Scope of Work" through "Assurances" and "Drainage Information")
- ❖ HMGP Project Application
- ❖ FEMA Assurances
- ❖ Environmental and Historic Preservation (EHP) Checklist and EHP Flood Risk Reduction Jobaid
- ❖ Sample Match Commitment Letter

The community must complete and submit the Project Application, Assurances, and **exported** Benefit Cost Analysis (BCA) (the most up-to-date BCA software v5.3, training materials, and technical assistance can be located at <https://www.fema.gov/benefit-cost-analysis>) **no later than September 9, 2018**. Once the required documentation is received at HSEM the project will undergo an interagency prioritization review. If prioritized by the Interagency Hazard Mitigation Team (IHMT) the application will then be submitted to FEMA for approval and obligation no later than twelve (12) months (January 9, 2019) following the Disaster Declaration.

For further guidance, please do not hesitate to contact myself or your HSEM Field Representative at (603) 271-2231.

Best,

Whitney

Whitney Welch
State Hazard Mitigation Officer

Planning Section
Direct: 603-223-3667 Cell: 603-931-0021 Fax: 603-223-3609
E-mail: whitney.welch@dos.nh.gov
Website: <http://www.nh.gov/safety/divisions/hsem/>

From: Town of Auburn [mailto:townadmin@townofauburnnh.com]
Sent: Wednesday, February 28, 2018 11:34 AM
To: Hazard Mitigation Planning
Subject: Hazard Mitigation Letter of Intent

Contact Information and Eligibility

Name of Community/Organization

Town of Auburn

Address

P.O. Box 309 (47 Chester Road)
Auburn, New Hampshire 93932
United States
[Map It](#)

Point of Contact

William Herman

Title

Town Administrator

Phone

(603) 483-5052

Email

townadmin@townofauburnnh.com

Preferred Method of Contact

E-Mail

Basis of Eligibility

- Local Government

Please select from the following eligible activities

Localized Flood Risk Reduction Projects

Do you currently have a FEMA-Approved Mitigation Plan?

Yes

Hazard Mitigation Plan Approval Date

01/30/2012

Please provide a detailed narrative of the proposed work to be performed

The Town of Auburn is proposing to replace two existing undersized aluminum culverts on Maple Farm Road with one 18" P.E. pipe and precast concrete headwalls and one 24" P.E. pipe with double precast concrete headwalls, in addition to raising the road by approximately 12-inches and providing for rip-rap aprons and improved roadside drainage swales in order to address long standing water issues in this area. The overall drainage work described above will assist in addressing water and flooding conditions on not only Maple Farm Road (a significant rural road), but Hooksett Road as well, which is one of the major arterial roads in Auburn.

Additional Supporting Documentation

- [Maple-Farm-Road-Opinion-of-Cost-07.17.pdf](#)

Total Estimated Project Cost

\$115,879

Hazard Mitigation Assistance Funds (75% Federal Share)

\$86,909.25

Local Match Funds (25% Local Share)

\$28,969.75

Please describe below how you will manage the costs and schedule, how match will be provided, and how you will ensure successful performance of the grant:

If approved, the project would be managed by the Town of Auburn Road Agent, who is the elected working official responsible for the maintenance of the Town's road system. He will be assisted in the field by the Town's consulting engineering firm, Stantec Consulting, Inc. The overall finances of the project will be managed by the Town's Finance Director and Town Administrator, working in concert with the Road Agent. The Town's match of \$28,969.75 would be provided either by way of a specific appropriation of funds for this project or will be one of several projects covered by the annual \$700,000 appropriation for general road reconstruction. Should the funding agency prefer one funding approach versus another, the Town would follow the input from the funding agency as to how they would prefer the local match to be provided.

Please provide an estimated time-frame for completion

Depending on the timing of the Governor and Council approval of the HMGP grant, the project could be completed within 18 months of receiving approval.

Is the proposed plan/project identified as a mitigation action within your current mitigation plan?

Yes

Please provide the page number where the plan/project is located within your current mitigation plan

Pages 64, 66 and 70.

Submission Acknowledgement

- I Agree and Understand

Name

William Herman

Submission Date

02/28/2018

Please enter an additional email address to be notified about this Letter of Intent

townadmin@townofauburnnh.com

Town of Auburn

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Town Administrator

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: March 2, 2018

Re: Posting of Finance Assistant Position

In follow-up to the Board's decision to post the position of Finance Assistant, we wanted to provide the following update.

On February 27th, the posting went up on the Town's web site, and on February 28th, it went up in the classified jobs section of the NH Municipal Association web site, in addition to being posted at the Town Hall and the Post Office.

An employment ad will appear in the March 4th edition of the NH Sunday News and the March 7th edition of The Union Leader.

We have set March 19th as the time frame to begin reviewing resumes and determining how many individuals should be invited in for interviews. As you will see, we have listed the position as being "open until filled" to provide the Town with some flexibility in moving forward.

As of this writing, we have received four applications for the position.

Attached is a copy of the local posting; the posting on the NHMA web site and the notice to appear in the NH Sunday News and The Union Leader.

Thank you for your consideration.

Attachments

Finance Assistant

Town of Auburn

The Town of Auburn is seeking a full-time Finance Assistant. **General Duties:** The position is responsible for working under the supervision of the Town's Finance Director to process and coordinate payroll, accounts payable and other financial functions of the Town, serve as the Town's Welfare Officer, provide back-up support to the Land Use Administrator in the area of assessing, assists the public concerning assessing and general inquiries; prepares reports, and perform basic secretarial duties. **Skills and Experience:** Knowledge of secretarial practices and procedures, basic accounting principles and computer skills, strong customer service orientation with good communication skills, detail- oriented and minimum of two years bookkeeping experience, preferable in a municipal setting. Hourly rate of pay dependent on experience, plus good benefit package. To apply: send letter of interest and resume to the Auburn Town Administrator, PO Box 309, Auburn, NH 03032 or townadmin@townofauburnnh.com

Closing Date: Resume review will commence on March 19th. Open until filled.

**Finance Assistant
Town of Auburn**

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Skills and Experience: Knowledge of secretarial practices and procedures, basic accounting principles & computer skills, strong customer service orientation with good communication skills, detail-oriented & minimum of two years bookkeeping experience, preferable in municipal setting. Hourly rate of pay dependent on experience, plus good benefit package. To apply: send letter of interest and resume to the

Auburn Town Administrator,
PO Box 309, Auburn, NH 03032 or
townadmin@townofauburnnh.com.
Closing Date: Resume review will commence on March 19th. Open until filled.

NEW HAMPSHIRE MUNICIPAL ASSOCIATION (/)

Finance Assistant

Town of Auburn

The Town of Auburn is seeking a full-time Finance Assistant.

General Duties: The position is responsible for working under the supervision of the Town's Finance Director to process and coordinate payroll, accounts payable and other financial functions of the Town, serve as the Town's Welfare Officer, provide back-up support to the Land Use Administrator in the area of assessing, assists the public concerning assessing and general inquiries; prepares reports, and perform basic secretarial duties.

Skills and Experience: Knowledge of secretarial practices and procedures, basic accounting principles and computer skills, strong customer service orientation with good communication skills, detail- oriented and minimum of two years bookkeeping experience, preferable in a municipal setting. Hourly rate of pay dependent on experience, plus good benefit package.

Closing Date: Resume review will commence on **March 19th**. Open until filled.

To Apply:

To apply: send letter of interest and resume to the Auburn Town Administrator, PO Box 309, Auburn, NH 03032 or townadmin@townofauburnnh.com
(mailto:townadmin@townofauburnnh.com)

Closing Date: March 19, 2018

[< Back to Classifieds List \(/Resources/ClassifiedAds\)](#)

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For more information
contact Tim Fortier at
tfortier@nhmunicipal.org



(<http://www.nhmunicipal.org>)

**Town of Auburn
Board of Selectmen
February 26, 2018**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella, Road Agent Michael Dross, Tax Collector Susan Jenkins, Linda Dross, Mike DiPietro, Russell Sullivan, Susan Goodhue, Paula Marzloff, Michael Rolfe, Town Administrator William Herman and Nancy J. Hoijer, Recording Secretary

Mr. Headd called the public meeting to order at 7:00 p.m. And led the audience in the Pledge of Allegiance.

**Approval of Payroll for the Week of February 19, 2018 - \$49,496.44
Approval of Accounts Payable for Week of February 26, 2018**

Mr. Eaton moved to approve the Payroll in the amount of \$49,496.44 for the week of February 26, 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$181,655.13 for the week of February 26, 2018; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of February 26, 2018

Mr. Herman presented the Consent Agenda for the Week of February 26, 2018:

Pole License/Eversource Energy:

One Pole – Appletree Road (near intersection with Pinetree Road)

Land Use Change Tax Warrant

73 Juniper Circle (Tax Map #8, Lot #25-22) - \$13,500

Payroll Check Register

Payroll Period 2/4 – 2/17, 2018 - \$485.34

Master Services Agreement

Stantec Consulting Services, Inc.
Correspondence

Letter to Skate Park “Scare Crow” Donors (Six)

Acknowledgment of Kathryn Laford Resignation

Pistol/Revolver License

Two (2) Permits

Mr. Eaton moved to approve the Consent Agenda, as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

New Business

Appointment of Alternate Library Trustee

Mr. Herman reported that he received a letter of recommendation from the Library Trustees concerning Mary Beth Lufkin for the position of Alternate Library Trustee for a term to expire in March 2019.

Mrs. Phillips motioned to appoint Mary Beth Lufkin as an alternate library trustee for a term to expire in March, 2019. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Acceptance of Escrow Agreements – Crown Energy Solutions Site Plan 2017/Subdivision and Town of Auburn

Mr. Herman advised that the construction surety bond of \$5,382 needed to be accepted by the Board of Selectmen.

Mr. Headd motioned to approve the Acceptance of Escrow Agreements, as presented; Mr. Eaton seconded the motion, the motion passed unanimously.

2017 Town Report

Mr. Headd presented the 2017 Town Report prepared by the committee; the cover was prepared by Ben Wilson. Mr. Herman advised that it was on the town website.

Ms. Frisella advised that there was a typo on page 37, \$2,079,945.

House Bill 1381 – Relative to the Taxable Value of Utility Property

Mr. Herman reported that it would dramatically reduce the value of utility property around the state, 50% net book for value, which would over 30 years bring value of the property to zero, tying in wires, conduits, poles, land holdings and rights, not assessed fair market value of land with DRA assessment of \$2,000,000 less than what we assess last year. The bill was received by the House Ways & Means Committee, the utility lobbyists came in last minute.

Mr. Eaton motioned to send a letter to all representatives for the Town of Auburn express its opposition to the adoption of House Bill 1381 relative to taxable value, as amended. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Minutes

February 12, 2018 Public Meeting

Mrs. Phillips motioned to approve the February 12, 2018 minutes, as written. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

February 12, 2018 Non-Public Meeting

Mrs. Phillips motioned to approve the February 12, 2018 Non-Public minutes, as written. Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session pursuant to 91-A:3, II (a) & (c)

Consideration of the compensation of a public employee and consideration of matters which could affect the reputation of someone other than a member of the Board.

Mr. Eaton motioned to go into Non-Public Session pursuant to 91-A:3, II (a) & (c) consideration of the compensation of a public employee and matters which could affect the reputation of someone other than a member of the Board. Mrs. Phillips seconded the motion. Mr. Headd – yes, Mr. Eaton – yes, Mrs. Phillips – yes. The motion was passed and the Board entered into Non-Public Session at 8:03 p.m.

The meeting room was closed to the Public at 8:03 p.m., Ms. Frisella remained.

The meeting room was reopened at 7:44 pm.

Mr. Eaton motioned to not seal the minutes. Mrs. Phillips seconded the motion, all were in favor, the motion passed unanimously.

Mrs. Phillips motioned to approve a Step increase of L10 S18 to L10 S19. Mr. Eaton seconded the motion, all were in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting. Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
February 26, 2018
Non-Public Session #1 of 3
(not sealed)**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella, Town Administrator William Herman

Fusco Property

Mr. Herman reviewed a proposed letter of town counsel, Attorney Stephen M. Bennett dated February 22, 2018 to James R. Fusco and Janice A. Fusco concerning Temporary Access from Manchester Road (State Route 121)

An illegal driveway is being used by Mr. and Mrs. Fusco to access their property by entering from Manchester Road, a state highway without permits and within the protected shoreline of Sucker Brook without permits of NH DES and the Town in accordance with RSA 483-B:5-b,1(a); and the Auburn Zoning Ordinance, Article 5.08(1)(a).

Mr. Herman advised that there has been a lot of material brought in (muck and mire). Mrs. Phillips opined that all they had to do was call and sign papers and this was not done.

Mr. Headd motioned to send Attorney Bennett's letter together with another department letter. Mrs. Phillips seconded the motion; all were in favor , the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary

**Town of Auburn
Board of Selectmen
February 26, 2018
Non-Public Session #2
(not sealed)**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella and Town Administrator William Herman

Mr. Herman presented a letter of recommendation dated February 23, 2018 concerning the performance review which was completed earlier, for a step increase accordingly for Ms. Frisella.

The letter supports a step increase to Labor Grade 10, Step 19 with an annual salary, retroactive to her anniversary date of December 4, 2017, with an annual salary of \$62,275.00.

This recommendation was approved by motion made in public session (see minutes).

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
February 26, 2018
Non-Public Session #3
(not sealed)**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Finance Director Adele Frisella and Town Administrator William Herman

Restructuring of the Executive Assistant's Position

Mr. Herman presented the proposed job descriptions to make the Executive Assistant's position more inclusive of finance, with an added supervisory piece by the Finance Director with an emphasis on finance. Minute taking would be contracted out and not be part of the position. The preparation of the Town Report would be supervised by but not prepared by the Finance Director. The Assistant would also serve as welfare officer, (another employee indicated an interest in that if it remains separate) and would support Land Use & Data base with the same labor grade as before.

Mrs. Phillips advised that more notaries would be helpful, and they need to get Amy appointed as a notary as well.

Minimum qualifications were discussed with the advice of Ms. Frisella who suggested some accounting background (municipal tax), not necessarily degreed, taking courses to cement the position. Mr. Herman added that the candidate would be molded and trained to take over for Ms. Frisella when she retired in three years so should have the mindset to want to do that. Ms. Frisella recommended a work day from 8 am to 4 pm, 40 hours/wk with paid lunch as lunch is usually at your desk.

Mr. Eaton added knowledge of payroll and a couple of years in municipal bookkeeping.

Mrs. Phillips suggested advertisement in the Union Leader and advised that there were like positions at the school with a salary of \$50,000/yr.

Mrs. Phillips stated that as the Board didn't hire Patty so her qualifications were not known. Advertising the position will let you see who's out there. Mr. Herman added Patty is welcome to apply and should be interviewed for the position.

When the interview process for finding Amy was discussed, with 3 candidates, one priced out of the job.

Mr. Herman recommended to pay as with experience, @ approximately \$40,000/yr.

Mr. Herman will advertise on the town website, NHMA & Primex's sites, the post office, the town sign, and start an ad in the Union Leader on Sunday, March 4th which will run until approximately the 18th, "open until filled." "With the Board meeting on the 19th, that would be the deadline, followed by a review of resumes to select candidates to be invited in to interview.

Mr. Herman advised that the addition of supervising is worth some money, and we'll need to look at a further modification of the Finance Director's position. Ms. Frisella is at the end of that labor scale.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary