

**Town of Auburn  
Board of Selectmen  
November 13, 2017  
Town Hall  
7:00 p.m.**

**() Call to Order – Pledge of Allegiance**

Approval of Payroll for Week of November 13, 2017

Consent Agenda – as of November 13, 2017

**() Public Hearing**

Concerning the acceptance and expenditure of \$137,228.26 from the State of New Hampshire as additional funding for local highway aid (Previously advertised)

**() Appointments with the Board**

Melissa Gates – Fundraising Concept for Radar Trailer

**() FY 2018 Budget Presentations**

Conservation Commission – Jeff Porter

Police Department – Police Commission and APD Administration

Public Assistance – Kate Lafond

General Government – Bill Herman

Health Officer – Bill Herman for Paul Raiche

**() New Business**

Appointment to fill Vacancy on Zoning Board of Adjustment

**() Old Business**

**() Other Business**

**() Minutes**

- November 6<sup>th</sup>, 2017 Public Meeting
- November 6<sup>th</sup>, 2017 Non-Public Public Meeting
- November 8<sup>th</sup>, 2017 Workshop Meeting

**() Non-Public Session**

Pursuant to RSA 91-A: 3, II (a) and (c) – Job performance evaluation of a public employee and a matter which could affect the reputation of someone other than a member of the Board

**() 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."*

## **PUBLIC NOTICE**

Pursuant to RSA 31:95-b and Article 14 of the 2000 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, November 13, 2017 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the acceptance and expenditure of the following unanticipated revenues:

- Receipt of \$137,228.26 from the State of New Hampshire as additional funding for local highway aid that is not already locally budgeted, and to authorize the expenditure for the following projects:
  - Salt Storage Facility - \$75,000
  - Temporary Driveway Access for properties affected by closure of Griffin Mill Bridge - \$15,000
  - Engineered Plans for Multi-Use Path along Route 121 from Eaton Hill Road to Shore Drive -- \$30,000
  - Drainage System Improvements for Dartmouth Drive - \$17,228.26

Board of Selectmen  
Town of Auburn  
November 1, 2017



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

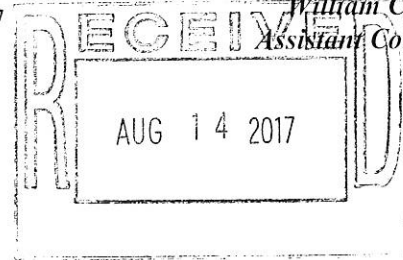


Victoria F. Sheehan  
Commissioner

August 10, 2017

William Cass, P.E.  
Assistant Commissioner

James Headd, Chairman of Selectmen  
Town of Auburn  
PO Box 309  
Auburn, NH 03032



**RE: SENATE BILL 38 LOCAL HIGHWAY AID**

Dear Mr. Headd:

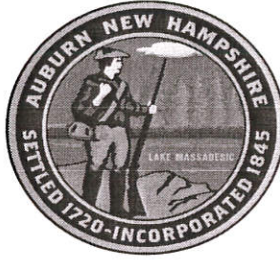
In recognition of the need for improvements to local transportation systems, Governor Sununu and the legislature adopted Senate Bill (SB) 38 which has provided an additional \$30 million to be distributed to the State's 234 municipalities for local highway aid. The Department distributed the funds as a one-time lump sum payment to the municipalities on August 2, 2017. The distribution resulted in a number of questions.

The purpose of this letter is to respond to those questions and provide clarification on the uses and process for receiving and expending the funds.

- The additional funding was distributed based on the same formula as Apportionment A of Highway Block Grant Aid as defined in RSA 235:2 Section I.
  - Half of the amount received was based on Class IV and V highway miles in each municipality in proportion to the total statewide municipal Class IV and V highway miles.
  - Half of the amount received was based on the municipal population in proportion to the total state population.
- The uses for SB 38 local highway aid are similar to the Highway Block Grant Aid Apportionments A and B for municipal highway construction, reconstruction or maintenance purposes.
- SB 38 local highway aid is specifically intended to be used for highway purposes that do not already have locally budgeted and approved funding. The funding is not to be used to supplant funds that are already locally budgeted and approved funds for road or bridge maintenance or construction activities.
- For example:
  - SB 38 funding can be used to do additional paving beyond what has approved funding.
  - SB 38 funding can be used for portions of local highways such as sidewalks, drainage, pavement markings, traffic signals, guardrail, bridges, etc.
  - SB 38 funding can be used as the match for municipal bridge projects or phases of projects that do not have local funding already approved.
  - SB 38 funding can be used for equipment necessary and totally dedicated to maintenance of local highways.
  - SB 38 funding cannot be used for municipal needs other than highways.
- The funds are non-lapsing.
- The Senate Bill 38 Distribution can be found at:  
<https://www.nh.gov/dot/business/documents/sb-38-bga-distribution071817.pdf>
- Additional information can be found in RSA 234:23 and 234:25 and at the Highway block Grant Aid Description that can be found at:  
<https://www.nh.gov/dot/business/documents/bgafunddescriptions.pdf>

## 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:** November 9, 2017

**Re:** Acceptance and Expenditure of Unanticipated Revenue

At your Workshop Meeting on November 1<sup>st</sup>, the Board considered potential capital projects and expenditures for the Town in 2018. Included in this discussion was how the Board might allocate the one-time amount of \$137,228.26 in funding received from the State of New Hampshire as additional funding for local highway aid that is not already locally budgeted.

Based on your discussions, you had determined you would like to allocate the funds for the following purposes:

- Salt Storage Facility - \$75,000
- Temporary Driveway Access for properties affected by closure of Griffin Mill Bridge - \$15,000
- Engineered Plans for Multi-Use Path along Route 121 from Eaton Hill Road to Shore Drive -- \$30,000
- Drainage System Improvements for Dartmouth Drive - \$17,228.26

State statutes require the Board to hold a public hearing to advise the public of the receipt of these funds and what use you intend to make of them, and to receive any public comment on your plans.

Assuming you don't hear anything at the public hearing that would lead you to change your thoughts in this area, the following motion would be appropriate to implement your intentions:

*Move to accept \$137,228.26 from the State of New Hampshire as additional funding for local highway aid and to authorize the expenditure of these funds for the following projects: Salt Storage Facility, \$75,000; Temporary Driveway Access for properties affected by the closure of Griffin Mill Bridge, \$15,000; Engineered plans for a Multi-Use Path along Route 121 from Eaton Hill Road to Shore Drive, \$30,000; and Drainage system improvements for Dartmouth Drive, \$17,228.26.*

It would also be appropriate to consider and approve the following motion:

*Move to accept the proposal from Iron Horse Structures of North Conway for a 32' x 48' salt storage facility at a cost of \$74,975, and to authorize the Town Administrator to sign the proposal on behalf of the Town of Auburn.*

Thank you for your consideration.



Clearly the Best Structure

October 25, 2017

Attn: Selectmen  
PO Box 309  
Auburn, NH 03032

Re: Constructing a Salt Storage Facility at the DPW facility for the Town

We are pleased to present the following proposal for your consideration.

Iron Horse Structures will supply, deliver and install:

- (1) Calhoun Super Structure 32 CC Series building that is 48' long.
  - a. The steel trusses will be placed 12' on center.
  - b. The building will have an 8' side leg.
  - c. The building will have fabric on four sides.
  - d. The front will be framed with a large opening. Door not included.
  - e. The rear end wall will have two passive vents.
  - f. Iron Horse Structures will provide stamped engineering plans to certify building meets 65lb snow load and 110 mph code requirements.
  - g. We will provide Hot Dipped Galvanized steel trusses and non-FR heavy duty fabric.

Price for building installed = \$38,750

(2) Foundation

- a. Owner will supply a gravel pad suitable for the block foundation per the engineer's drawings.
- b. Paving will occur after foundation is installed.
- c. Iron Horse Structures will supply, deliver, and install the 8' high concrete block foundation. The foundation will consist of 3000+psi concrete blocks. Block dimensions are 2'x2'x4' & 8'. At each truss termination we will create a buttress. Where needed we will apply adhesive, caulk, and hydraulic cement.
- d. The foundation will be secured and interlocked with galvanized plating and screw anchors.
- e. The foundation will be designed and stamped by a Registered Professional Engineer.

Foundation price installed = \$36,225

Total Building Price= \$74,975

Pricing does not include sales tax-we will calculate and bill separately, if necessary.

Assumptions:

- 1) Pricing does not include site work or drainage.
- 2) There must be a minimum of 15' of clearance and level grade on all sides of the building with no wires overhead to allow lifts to operate around the structure to install trusses and cover.
- 3) All permits, licenses, taxes, engineering fees, site preparation, mechanical/electrical connections, trash removal, and any other costs not explicitly noted in this estimate are

not included.

- 4) Does not include doors, windows, fans lighting, electrical service, insulation, plumbing, or any other utilities.
- 5) IHS will provide stamped plans building plans certified by a PE certified by the State. Site visits or testing by an engineer required by the town, city or state authorities are not included and will be an additional charge.
- 6) Customer may be required to provide a forklift and operator to unload the building components upon arrival and store safely until construction begins.
- 7) Payment Terms:

25% down payment upon signing of contract and ordering of building to cover documentation, engineering costs and down payment to Calhoun.

50% due immediately upon arrival of building materials

25% due upon completion of project

Please call if you have any questions.

Sincerely,

Ryan Burke  
Iron Horse Structures  
603-986-8731

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Acceptance of proposal customer:

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Acceptance of proposal IHS:

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Print name and date

-----  
Print name and date

Proposal becomes a legal and binding contract upon receipt of deposit. No drawings will be started or materials ordered until receipt of deposit.

# 2018 PROPOSED CONSERVATION ADMINISTRATION

## TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
							2018		2018	2018
		As of December	As of December	As of December	As of December	As of November				
General Fund										
Conservation Administration										
1 01-4611-3-390-0	Conservation Professional Services	0.00	0.00	0.00	500.00	0.00	500.00			
2 01-4611-3-390-2	Conservation Maps & Supplies	501.50	21.50	0.00	350.00	0.00	350.00			
3 01-4611-6-645-1	Conservation Education	0.00	65.00	82.00	500.00	0.00	500.00			
4 01-4611-6-645-2	Conservation Dues & Memberships	68.75	303.00	353.00	600.00	333.00	600.00			
5 01-4611-6-660-1	Conservation Natural Resource Inventory	0.00	0.00	0.00	1.00	0.00	1.00			
Grand Total:		570.25	389.50	435.00	1,951.00	333.00	1,951.00	0%	0.00	0.00

# 2018 PROPOSED POLICE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
							2018		2018	2018
		As of December	As of December	As of December	As of December	As of November				
<b>General Fund</b>										
<b>Police Department</b>										
1 01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	4,158.34	4,280.42	3,630.72	5,000.00	2,148.19	5,000.00			
2 01-4210-1-150-2	Selective Traffic Control	7,660.50	5,113.85	3,280.65	4,000.00	5,159.15	4,000.00			
3 01-4210-1-150-3	Police Witness Fees	2,866.53	1,913.65	1,991.73	2,000.00	1,351.46	2,000.00			
4 01-4210-1-150-4	PD OHRV	0.00	0.00	0.00	1.00	0.00	1.00			
<b>Police Department Total</b>		<b>14,685.37</b>	<b>11,307.92</b>	<b>8,903.10</b>	<b>11,001.00</b>	<b>8,658.80</b>	<b>11,001.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>14,685.37</b>	<b>11,307.92</b>	<b>8,903.10</b>	<b>11,001.00</b>	<b>8,658.80</b>	<b>11,001.00</b>	<b>0%</b>	<b>0.00</b>	<b>0.00</b>

# 2018 PROPOSED POLICE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
		As of December	As of December	As of December	As of December	As of November	2018		2018	2018
<b>General Fund</b>										
<b>Police Department</b>										
1 01-4210-2-290-1	Police Uniforms	8,680.82	7,384.87	7,290.58	8,450.00	5,112.27	7,900.00	-7%		
2 01-4210-3-340-1	Police Computer Services	11,575.33	23,945.50	48,146.12	23,500.00	20,645.57	23,500.00			
3 01-4210-3-360-1	Police Custodial Services	7,032.25	6,400.00	6,749.66	7,120.00	6,003.55	7,120.00			
4 01-4210-3-370-1	Police Medical Services	1,981.43	1,284.76	2,675.59	1,200.00	1,200.00	1,200.00			
5 01-4210-3-390-0	Police Court Prosecutor	11,549.50	14,000.24	15,166.71	19,100.00	15,833.30	19,100.00			
6 01-4210-3-390-1	Police Radar	845.00	885.00	970.00	1,145.00	663.00	1,145.00			
7 01-4210-3-390-2	Police Radio Maintenance	2,719.92	6,908.98	6,469.73	6,300.00	4,310.90	6,200.00	-2%		
8 01-4210-3-390-3	Police Training	3,623.71	4,553.85	2,885.94	4,200.00	5,330.92	5,000.00	19%		
9 01-4210-3-390-4	Police Photography	236.96	0.00	31.92	300.00	346.55	300.00			
10 01-4210-3-391-0	Police Public Relations	3,297.56	4,043.96	3,566.52	3,500.00	2,899.69	3,500.00			
11 01-4210-5-560-1	Police Plant Costs	9,236.68	7,411.40	8,037.78	8,000.00	7,177.34	8,000.00			
12 01-4210-6-610-1	Police Equipment	4,572.31	5,416.56	7,494.95	5,050.00	3,844.01	5,000.00	-1%		
13 01-4210-6-610-2	Police Office Equipment	1,258.31	1,446.56	6,883.15	2,000.00	1,595.95	2,000.00			
14 01-4210-6-630-1	Police Postage	481.20	589.00	279.30	600.00	503.73	600.00			
15 01-4210-6-640-1	Police Subscriptions	2,036.04	3,116.87	3,719.78	4,000.00	3,954.15	4,000.00			
16 01-4210-6-660-1	Police Firearms	3,924.19	5,457.14	5,518.19	5,800.00	4,858.18	5,800.00			
17 01-4210-6-660-2	Police Supplies	2,834.06	2,202.64	2,219.74	2,250.00	211.88	2,250.00			
18 01-4210-6-660-3	Police Canine Supplies	0.00	0.00	2,822.02	3,000.00	1,798.82	3,000.00			
19 01-4210-6-660-4	Police Commission Expenses	838.50	134.65	8,860.70	100.00	0.00	100.00			
20 01-4210-6-670-1	Police Office Supplies	1,995.79	1,861.74	2,094.27	2,250.00	1,450.35	2,250.00			
21 01-4210-6-680-1	Police Advertising	300.25	200.00	124.05	200.00	80.00	200.00			
22 01-4210-6-690-1	Police Other Contingencies	215.80	187.07	317.05	200.00	55.50	200.00			
23 01-4210-7-700-1	Police Cruisers	69,423.63	52,357.64	57,617.25	69,520.00	69,092.36	71,520.00	3%		
24 01-4210-7-700-2	Police Motorcycle	4,226.89	4,146.55	3,851.95	4,000.00	3,885.00	3,500.00	-13%		
25 01-4210-7-710-1	Police Cruiser Maintenance	9,698.83	11,465.09	13,966.46	10,550.00	7,162.88	10,550.00			
26 01-4210-7-720-1	Police Cruiser Fuel	27,269.42	25,343.64	18,684.68	25,000.00	14,383.28	25,000.00			
<b>Police Department Total</b>		<b>189,854.38</b>	<b>190,743.71</b>	<b>236,444.09</b>	<b>217,335.00</b>	<b>182,399.18</b>	<b>218,935.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>		<b>189,854.38</b>	<b>190,743.71</b>	<b>236,444.09</b>	<b>217,335.00</b>	<b>182,399.18</b>	<b>218,935.00</b>	<b>1%</b>	<b>0.00</b>	<b>0.00</b>

	A	B	C	D	E	F	G	H	I	J
1							<b>2017</b>		<b>Proposed Change</b>	<b>Notes</b>
2							<b>Budget</b>		<b>PD - FY 2018</b>	
3	01-4210-1-150-1	<b>DWI &amp; Sobriety Checkpoint Patrols</b>								
4							<b>\$5,000.00</b>		<b>\$5,000.00</b>	Level
5										
6										
7	01-4210-1-150-2	<b>Selective Traffic Control</b>								
8							<b>\$4,000.00</b>		<b>\$4,000.00</b>	Level
9										
10	01-4210-1-150-3	<b>Police Witness Fees</b>								
11							<b>\$2,000.00</b>		<b>\$2,000.00</b>	Level
12										
13	01-4210-1-150-4	<b>PD OHRV</b>								
14							<b>\$1.00</b>		<b>\$1.00</b>	Level
15										
16										
17	<b>UNIFORMS</b>	01-4210-2-290-1								
18							<b>\$8,250.00</b>		<b>\$7,900.00</b>	Reduce
19										
20										
21	<b>COMPUTER SERVICES</b>	01-4210-3-340-1								
22							<b>\$23,500.00</b>		<b>\$23,500.00</b>	Level
23										
24										
25	<b>CUSTODIAL SERVICES</b>	01-4210-3-360-1								
26							<b>\$7,120.00</b>		<b>\$7,120.00</b>	Level
27										
28	<b>MEDICAL SERVICES</b>	01-4210-3-370-1								
29							<b>\$1,200.00</b>		<b>\$1,200.00</b>	Level
30										
31	<b>PROSECUTION</b>	01-4210-3-390-0								
32							<b>\$19,100.00</b>		<b>\$19,100.00</b>	Level
33										

	A	B	C	D	E	F	G	H	I	J
1							2017		Proposed Change	Notes
2							Budget		PD - FY 2018	
34	RADAR 01-4210-3-390-1									
35							\$1,145.00		\$1,145.00	Level
36										
37										
38	RADIO MAINTENANCE 01-4210-3-390-2									
39							\$6,300.00		\$6,200.00	Reduce
40										
41										
42	TRAINING 01-4210-3-390-4									
43							\$4,200.00		\$5,000.00	Increase
44										
45										
46	PHOTOGRAPHY 01-4210-3-390-4									
47							\$300.00		\$300.00	Level
48										
49										
50	PUBLIC RELATIONS 01-4210-3-391-0									
51							\$3,500.00		\$3,500.00	Level
52										
53	PLANT COSTS 01-4210-5-560-1									
54							\$8,000.00		\$8,000.00	Level
55										
56										
57										
58	POLICE EQUIPMENT 01-4210-6-610-1									
59										
60							\$5,050.00		\$5,000.00	Reduce
61	OFFICE EQUIPMENT 01-4210-6-610-2									
62							\$2,000.00		\$2,000.00	Level
63										

	A	B	C	D	E	F	G	H	I	J
1							2017		Proposed Change	Notes
2							Budget		PD - FY 2018	
64	POSTAGE		01-4210-6-630-1							
65							\$600.00		\$600.00	Level
66										
67	SUBSCRIPTIONS/DUES		01-4210-6-640-1							
68							\$4,000.00		\$4,000.00	Level
69										
70										
71										
72	FIREARMS		01-4210-6-660-1							
73							\$5,800.00		\$5,800.00	Level
74										
75										
76	POLICE SUPPLIES		01-4210-6-660-2							
77							\$2,250.00		\$2,250.00	Level
78										
79										
80										
81	CANINE SUPPLIES		01-4210-6-660-3							
82							\$3,000.00		\$3,000.00	Level
83										
84										
85										
86	COMMISSIONERS		01-4210-7-710-1							
87							\$100.00		\$100.00	Level
88										
89										
90	OFFICE SUPPLIES		01-4210-6-670-1							
91							\$2,250.00		\$2,250.00	Level
92										
93	ADVERTISING		01-4210-6-680-1							
94							\$200.00		\$200.00	Level

	A	B	C	D	E	F	G	H	I	J
1							<b>2017</b>		<b>Proposed Change</b>	<b>Notes</b>
2							<b>Budget</b>		<b>PD - FY 2018</b>	
95										
96										
97	<b>OTHER CONTINGENCIES      01-4210-6-690-1</b>									
98							<b>\$200.00</b>		<b>\$200.00</b>	Level
99										
100										
101	<b>POLICE CRUISERS                      01-4210-7-700-1</b>									
102							<b>\$69,520.00</b>		<b>\$71,520.00</b>	Increase
103										
104										
105	<b>MOTORCYCLE                              01-4210-7-700-2</b>									
106							<b>\$4,000.00</b>		<b>\$3,500.00</b>	Reduce
107										
108	<b>CRUISER MAINTENANCE      01-4210-7-710-1</b>									
109							<b>\$10,550.00</b>		<b>\$10,550.00</b>	Level
110										
111										
112							<b>\$25,000.00</b>			
113	<b>CRUISER FUEL                              01-4210-7-720-1</b>									
114									<b>\$25,000.00</b>	Level
115										

Run: 11/09/17  
3:04PM

2018 PROPOSED DIRECT ASSISTANCE  
TOWN OF AUBURN

Page: 1  
Adele  
ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
							2018		2018	2018
		As of December	As of December	As of December	As of December	As of November				
<b>General Fund</b>										
<b>Direct Assistance</b>										
1 01-4442-0-002-1	General Welfare Assistance	13,656.17	12,036.35	6,891.55	15,000.00	14,515.56	17,500.00	17%		
<b>Grand Total:</b>		<b>13,656.17</b>	<b>12,036.35</b>	<b>6,891.55</b>	<b>15,000.00</b>	<b>14,515.56</b>	<b>17,500.00</b>	<b>17%</b>	<b>0.00</b>	<b>0.00</b>

# 2018 PROPOSED GENERAL GOVERNMENT TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
							2018		2018	2018
		As of December	As of December	As of December	As of December	As of November				
General Fund										
General Government										
1	01-4199-2-290-2	General Reimbursement	3,619.83	4,217.79	4,136.87	4,200.00	3,733.73	4,200.00		
2	01-4199-3-310-2	General Consulting Services	8,759.77	31,886.19	14,528.75	30,990.00	30,159.18	21,490.00	-31%	
Narrative for Column # 6										
ANS Monthly maintenance \$332.50 x 12, \$3,990; ANS estimated in house support \$2,000; Stantec, \$12,000; CIP yearly update \$3,500.										
3	01-4199-3-340-1	Contracts Software & Maintenance	27,256.67	28,264.61	44,728.69	33,449.00	30,859.11	35,844.42	7%	
Narrative for Column # 6										
Harris \$12,295.42; Avitar \$6,700; Interware \$5,420; Precision Forecast \$1,200; Vitural Town \$1,900; Cloud Backup \$1,260; E-Mail \$2,000; Archive E-Mail \$700; Copier Service \$600; On Line Building Permits \$1,200. Add software for TC office to have 2nd window open \$269, would not need to update every year only every 3 to 5 years; Add \$2,300 for I Cloud software to enable payments on line for Taxes, after initial software yearly maintenance would be \$250.										
4	01-4199-3-390-1	Tax Map Update	6,869.85	119.50	7,900.00	6,100.00	2,400.00	6,100.00		
Narrative for Column # 6										
Web GIS \$2,400; Mapping \$3,700.										
5	01-4199-3-390-4	General Recording Fees	459.68	431.74	563.13	600.00	235.26	600.00		
6	01-4199-5-410-1	Bank Charges/Fees	124.27	0.00	140.80	150.00	266.45	300.00	100%	
7	01-4199-6-610-1	General Office Equipment	4,862.31	5,623.49	4,447.35	5,500.00	4,827.11	5,500.00		
8	01-4199-6-611-1	Copy Machine Lease	0.00	669.00	1,188.00	1,200.00	990.00	1,200.00		
9	01-4199-6-620-3	Newsletter	15,385.40	15,408.85	16,193.00	17,000.00	15,950.45	18,500.00	9%	
Narrative for Column # 6										
Printing & mailing \$1,660 monthly x 11 months.										
10	01-4199-6-630-1	General Postage	6,460.75	9,617.47	6,516.06	8,000.00	5,822.98	7,500.00	-6%	
11	01-4199-6-645-1	Conferences, Seminars & Dues	1,122.11	2,275.21	1,006.25	2,500.00	1,336.72	3,300.00	32%	
Narrative for Column # 6										
Covers conferences and seminars for Town Administrator, Finance Director, Executive Assiiant, P&R Coordinator, Board of Selectmen, Budget Committee and system-wide training event.										
12	01-4199-6-670-1	General Office Supplies	6,877.35	7,643.44	5,714.51	7,500.00	3,559.65	7,500.00		
13	01-4199-6-680-1	General Advertising	609.95	1,106.35	754.89	1,000.00	250.50	1,000.00		
14	01-4199-6-690-1	Miscellaneous Budget Expenditures	755.61	95.63	376.80	400.00	958.95	750.00	88%	
Narrative for Column # 6										
Dump Stickers & Miscellaneous.										
General Government Total		83,163.55	107,359.27	108,195.10	118,589.00	101,350.09	113,784.42	-4%	0.00	0.00
Grand Total:		83,163.55	107,359.27	108,195.10	118,589.00	101,350.09	113,784.42	-4%	0.00	0.00



October 31, 2017

File: 195110946

Mr. William Herman, Administrator  
Town of Auburn  
47 Chester Road  
Auburn, NH 03032

Dear Mr. Herman:

**Reference: Auburn, NH  
2018 CIP Update, 1<sup>st</sup> Annual  
Proposed Scope and Fee**

The purpose of this letter is to present our proposal for the necessary engineering and planning services for the above referenced project. We have based this proposal on the work items that were discussed earlier today.

The following tasks will be completed as part of our services for the project:

- Interview each Department Head and update their 5-year budget numbers – 8 Hours
- Two public meetings with the Planning Board – 4 Hours
- Update the 2018 - 2023 CIP table and charts to reflect the 2019 - 2024 date range using data from each Department Head and from other published resources (i.e. census data, SNHPC Reports, etc.) – 6 Hours
- Update report text to reflect the new date range and revised, written results – 4 Hours
- Report and table internal QC reviews – 2 hours
- General project administration – 2 Hours

Stantec proposes to perform the work described herein on a time and material basis with an estimated fee of \$3,500.

We look forward to working with the Town on this design effort. Should you have any questions about this proposal, please do not hesitate to call.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

J. Daniel Tatem  
Project Manager  
Tel: 603-206-7539  
Fax: 603-669-7636  
[dan.tatem@stantec.com](mailto:dan.tatem@stantec.com)

c. Rene LaBranche, Stantec



**HARRIS**  
LOCAL GOVERNMENT

## Quote

Date: 10/30/2017  
Quote#: WAW-D3K5N2  
Effective To: 1/31/2018  
Prepared By: Allison Whelchel

This understanding between **Auburn, Town of** at 47 Chester Rd., Auburn NH 03032 ("Purchaser") and **N. Harris Computer Corporation** at 2429 Military Road Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and/or services:

Qty	Item	Price	Ext Amount
	SOFTWARE LICENSES:		
1	Invoice Cloud Interface - MuniSmart	\$2,000.00	\$2,000.00
	<b>Total SOFTWARE LICENSES:</b>		<b>\$2,000.00</b>
	PROFESSIONAL SERVICES:		
	Application Consulting		
2	Training/Implementation/PM	\$150.00	\$300.00
	<b>Subtotal</b>		<b>\$300.00</b>
	<b>Total PROFESSIONAL SERVICES:</b>		<b>\$300.00</b>
	<b>TOTAL:</b>		<b>\$2,300.00</b>

*annual fee - \$250*

To move forward with this purchase, please approve this quote/contract and return to:

Allison Whelchel  
awhelchel@harrislocalgov.com  
or via fax to #864-855-6266



**Interware Development Company, Inc.**

22 Gregory Street

Mont Vernon, New Hampshire 03057

srowe@interwaredev.com

603-673-7155 (Voice) \* 603 673-2241 (Fax)

## *Sales Quotation – Advantage Database*

*For Auburn, New Hampshire*

September 5, 2017

**Scope:** To install the Advantage Database Server for the main Server that runs the ClerkWorks program. The Advantage Server is used to increase speed and reliability of files used with ClerkWorks. The Towns in-house technical support is necessary as this product is installed on the server where ClerkWorks resides. Interware will work with Town IT professionals to accomplish a successful installation.

**Timeframe:** Same day download after the signed Sales Quote.

**Terms:** Sales Quotation Signed.

**Terms:** 100 % due upon invoice.

Description
<p><b>Upgrade Advantage Server Version 11.x</b></p> <p>ADS 2 User (v11.x) Price: \$269.00</p>

I accept the scope, terms and conditions of this quotation:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PO # Issues: \_\_\_\_\_

*Quote expires in 120 days*

# 2018 PROPOSED HEALTH ADMINISTRATION TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
	As of December	As of December	As of December	As of December	As of November	2018		2018	2018
<hr/>									
<b>General Fund</b>									
<b>Health Administration</b>									
1 01-4411-2-250-1 Health Mileage	0.00	25.30	17.28	100.00	8.42	100.00			
2 01-4411-6-645-1 Health Dues & Memberships	170.00	175.00	105.00	350.00	255.00	255.00	-27%		
<b>Health Administration Total</b>	<b>170.00</b>	<b>200.30</b>	<b>122.28</b>	<b>450.00</b>	<b>263.42</b>	<b>355.00</b>	<b>-21%</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total:</b>	<b>170.00</b>	<b>200.30</b>	<b>122.28</b>	<b>450.00</b>	<b>263.42</b>	<b>355.00</b>	<b>-21%</b>	<b>0.00</b>	<b>0.00</b>

**Town of Auburn  
Zoning Board of Adjustment**

November 7, 2017

Auburn Board of Selectmen  
PO Box 309  
Auburn, NH 03032

Re: Member and Alternate Terms

Dear Board of Selectmen:

The Zoning Board of Adjustment has asked Peggy Neveu, who is currently an Alternate Member of the Auburn Zoning Board of Adjustment if she would consider becoming a Member taking Jeffrey Benson's position. Mr. Benson resigned in September since he was relocating out of Auburn to another state. Mrs. Neveu previously was a full Member of the Board and had stepped down for personal reasons. Mrs. Neveu would be fulfilling Mr. Benson's term which is not due to expire until March 2019.

At this time, the Chairman would recommend to the Board of Selectmen that Peggy Neveu become a full Member of the Zoning Board of Adjustment to complete Mr. Benson's position on the Board.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Mark A. Wright/dar". The signature is written in dark ink and is positioned above the printed name and title.

Mark A. Wright, Chairman  
Town of Auburn  
Zoning Board of Adjustment