

**Town of Auburn
Board of Selectmen
October 15, 2018
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of October 8, 2018 -- \$77.53

Approval of Accounts Payable for the Week of October 8, 2018 -- \$1,001,159.88

Approval of Payroll for the Week of October 15, 2018

Approval of Consent Agenda – Week of October 15, 2018

() FY 2019 Budget Presentations

- Conservation Commission – Jeff Porter
- Planning and Zoning – Ronald Poltak
- Cemeteries – Cemetery Trustees
- Parks & Recreation – Parks & Recreation Commission & Amy Lachance
- Recreation Improvements – Parks & Recreation Commission & Amy Lachance
- Legal Services – Bill Herman

() New Business

Decline of Re-Appointment to Parks & Recreation Commission

Proposed Assessing Agreement – 2019 through 2023

2018 Tax Rate

Website Platform Change Pending January 1, 2019

() Old Business

Revised Job Description – Parks & Recreation Coordinator

Reclamation Surety for Liberty Hill Subdivision

() Other Business

Next Meeting – Monday, October 22nd at 7:00 PM

AHA Carriage Shed Open House & Dedication – Saturday, October 20th from 1 to 4 PM

() Minutes

- October 1, 2018 Public Meeting

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

Consideration or negotiation of pending claims

() 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."

2019 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
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
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	100%	_____	_____
2 01-4611-3-390-2	Conservation Maps & Supplies	21.50	0.00	0.00	350.00	0.00	350.00	100%	_____	_____
3 01-4611-6-645-1	Conservation Education	65.00	82.00	175.00	500.00	0.00	500.00	100%	_____	_____
4 01-4611-6-645-2	Conservation Dues & Memberships	303.00	353.00	333.00	600.00	353.00	600.00	100%	_____	_____
5 01-4611-6-660-1	Conservation Natural Resource Inventory	0.00	0.00	0.00	1.00	0.00	1.00	100%	_____	_____
Grand Total:		389.50	435.00	508.00	1,951.00	353.00	1,951.00	100%	0.00	0.00

2019 PROPOSED PLANNING & ZONING

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expend	Expend	Expend	Budgeted	Expend YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of October				
Planning & Zoning										
1 01-4191-2-250-1	P/Z Mileage	575.99	530.28	263.22	500.00	0.00	500.00	100%		
2 01-4191-3-320-1	P/Z Engineering Services	0.00	595.80	378.00	3,000.00	0.00	3,000.00	100%		
3 01-4191-3-350-1	P/Z Legal Expenditures	9,566.75	15,917.98	14,656.46	21,000.00	9,551.50	20,000.00	95%		
4 01-4191-3-390-1	P/Z Maps	0.00	0.00	-650.00	250.00	650.00	650.00	260%		
5 01-4191-3-390-2	Master Plan & Regulatory Updates	8,444.25	7,823.39	32,879.21	6,900.00	8,185.50	20,000.00	290%		
6 01-4191-3-390-3	P/Z Recording Fees	0.00	82.30	0.00	250.00	0.00	250.00	100%		
7 01-4191-6-620-1	P/Z Printing	0.00	0.00	0.00	1,000.00	547.16	1,000.00	100%		
8 01-4191-6-645-0	P/Z Dues, Workshops, Seminars	920.00	655.00	50.00	1,200.00	270.00	1,200.00	100%		
9 01-4191-6-650-1	P/Z Books	226.95	917.00	167.75	500.00	0.00	500.00	100%		
10 01-4191-6-670-1	P/Z Printed Forms & Supplies	0.00	0.00	0.00	50.00	0.00	50.00	100%		
11 01-4191-6-680-1	P/Z Legal Ads	2,628.24	2,674.47	2,790.75	3,000.00	2,100.96	2,000.00	67%		
Grand Total:		22,362.18	29,196.22	50,535.39	37,650.00	21,305.12	49,150.00	131%	0.00	0.00

2019 PROPOSED CEMETERY TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
		As of December	As of December	As of December	As of December	As of October	2019		2019	2019
General Fund										
Cemeteries										
1 01-4195-3-380-0	Cemetery Mowing	8,635.00	11,855.00	12,505.00	11,500.00	10,590.00	12,000.00	104%		
2 01-4195-3-380-1	Cemetery Fertilization	1,130.00	1,130.00	1,130.00	1,130.00	3,784.00	10,010.00	886%		
Narrative for Column # 6										
Village \$5,869.50, Longmeadow \$4,740										
3 01-4195-3-388-0	Cemetery Property Maintenance	8,741.89	0.00	8,835.55	7,000.00	1,046.00	6,500.00	93%		
Narrative for Column # 6										
Water \$1,500, Monument \$1,000, Repair Wall \$4,000.										
4 01-4195-3-390-0	Cemetery Mapping	6,876.00	6,132.50	1,022.50	1,500.00	105.00	1,800.00	120%		
5 01-4195-5-550-1	Auburn Village Cemetery	0.00	0.00	0.00	0.00	0.00	2,000.00			
Narrative for Column # 6										
Robie Cemetery										
6 01-4195-5-550-2	Longmeadow Cemetery	0.00	0.00	4,455.50	2,000.00	2,836.00	0.00			
7 01-4195-5-660-0	Cemetery Supplies	356.78	722.21	92.50	600.00	225.74	600.00	100%		
8 01-4195-5-690-0	Cemetery Miscellaneous	52.22	0.00	206.87	300.00	0.00	300.00	100%		
9 01-4195-5-720-0	Cemetery Mileage	0.00	0.00	0.00	300.00	0.00	300.00	100%		
10 01-4195-6-645-0	Cemetery Dues & Membership	20.00	50.00	50.00	100.00	20.00	200.00	200%		
Cemeteries Total		25,811.89	19,889.71	28,297.92	24,430.00	18,606.74	33,710.00	138%	0.00	0.00
Grand Total:		25,811.89	19,889.71	28,297.92	24,430.00	18,606.74	33,710.00	138%	0.00	0.00

[illegible]

Run: 10/12/18
10:47AM

2019 PROPOSED PARKS & RECREATION TOWN OF AUBURN

Page: 2

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ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
		As of December	As of December	As of December	As of December	As of October	2019		2019	2019
BUG SPRAY										
SWING HARDWARE										
NUTS & BOLTS										
PRESSURE WASH BENCHES AT FIELDS										
PAINT ELECTRICAL PANEL BACKBOARD										
REPAINT PARK BENCHES AT CIRCLE OF FUN & BICENTENNIAL PARK										
12 01-4520-5-520-1	Recreation Electricity	2,360.74	2,232.95	0.00	0.00	0.00	0.00			
13 01-4520-5-550-0	Recreation General Maintenance	9,127.02	21,985.71	7,417.75	20,175.00	18,407.27	27,275.00	135%		
Narrative for Column # 6										
KID CUSHION- CIRCLE OF FUN \$1000										
CUT TREE OVERHANG AT APPLE TREE PARK \$3000										
PICNIC TABLES (10) \$2000										
SPRINKLER HEAD REPAIRS & WINTERIZING \$650										
FERTILIZER TREATMENTS AT WAYNE EDDOWS & SAFETY COMPLEX FIELDS \$5525										
REGARDING PARKING LOT AT WAYNE EDDOWS \$1500										
GRAVEL FOR PARKING LOT AT SAFETY COMPLEX FIELD \$1000										
20X45 APRON AT CIRCLE OF FUN \$2200										
MAINTENANCE VEHICLE (USED) \$10000										
CLUBHOUSE REPAIRS/PAINT \$400										
14 01-4520-5-550-4	Recreation Ice Rink	150.00	1,183.57	2,502.65	1,800.00	100.00	13,000.00	722%		
Narrative for Column # 6										
REPAIR ICE RINK										
15 01-4520-5-560-1	Recreation Trash Removal	0.00	0.00	170.25	600.00	191.84	600.00	100%		
Narrative for Column # 6										
DUMPSTERS										
NEW CONTAINERS										
16 01-4520-5-560-2	Recreation Chemical Toilets	5,188.58	6,223.85	5,380.66	5,400.00	5,732.55	5,400.00	100%		
17 01-4520-5-610-0	Recreation Tools	0.00	0.00	0.00	5,000.00	5,415.90	5,000.00	100%		
18 01-4520-6-670-0	Recreation Office Supplies	455.19	751.12	144.39	200.00	0.00	200.00	100%		
19 01-4520-9-940-1	Recreation Improvements	38,574.25	0.00	0.00	0.00	0.00	0.00			
Narrative for Column # 6										
Parks & Recreation Total										
		113,957.97	96,197.74	81,388.52	111,171.00	92,078.01	86,825.00	78%	0.00	0.00
Grand Total:										
		113,957.97	96,197.74	81,388.52	111,171.00	92,078.01	86,825.00	78%	0.00	0.00
		8522972	6676790	4584404	6847500	6053638				

2019 LAND & LAND IMPROVEMENTS

TOWN OF AUBURN

	1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of October	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
General Fund									
Land & Improvements									
1 01-4901-3-910-3 Recreation Improvements	0.00	59,189.36	23,922.93	20,000.00	7,944.28	350,000.00	1,750%		
<i>Narrative for Column # 6</i>									
COMPLETE PHASE 1&2 WAYNE EDDOWS (PENDING 50% FUNDING FROM LWCF GRANT) \$157,990									
MAINTENANCE STORAGE BUILDING \$110,000									
MAJORS LIGHT UPGRADE \$30,000									
FENCE AT SAFETY COMPLEX \$3,800									
SHED AT THE SAFETY COMPLEX FIELD \$2,000									
WALKING PATH AT CIRCLE OF FUN \$15,000									
PAVE WALLBALL AREA AT CIRCLE OF FUN \$15,000									
FENCE AT WAYNE EDDOWS \$10,000									
SOCCER FIELD LIGHTS PHASE 1 (POLE, TRENCHING, WIRING) \$20,000									
Grand Total:	0.00	59,189.36	23,922.93	20,000.00	7,944.28	350,000.00	1,750%	0.00	0.00

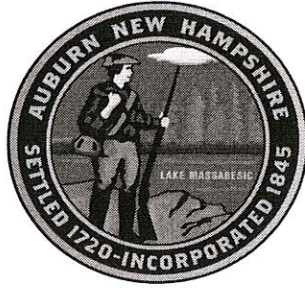
2019 PROPOSED LEGAL EXPENDITURES

TOWN OF AUBURN

	1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of October	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2018
General Fund									
Legal Expenditures									
1 01-4153-3-350-1 Legal Expenditures	50,557.37	15,942.87	35,207.48	35,000.00	14,682.94	30,000.00	86%		35,000.00
Narrative for Column # 9									
Budget Committee approved 10/19/2017.									
2 01-4153-3-350-2 Labor Relations	9,962.00	4,862.85	6,230.51	7,000.00	5,077.07	6,000.00	86%		7,000.00
Narrative for Column # 6									
Legal support for collective bargaining process or general employment issues.									
Narrative for Column # 9									
Budget Committee approved 10/19/2017.									
Legal Expenditures Total	60,519.37	20,805.72	41,437.99	42,000.00	19,760.01	36,000.00	86%	0.00	42,000.00
Grand Total:	60,519.37	20,805.72	41,437.99	42,000.00	19,760.01	36,000.00	86%	0.00	42,000.00

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, Town Administrator

Date: October 9, 2018

Re: Parks & Recreation Commission

In August, the Board of Selectmen voted to re-appoint David Nye to a three-year term on the Parks and Recreation Commission. After consideration, Mr. Nye has decided not to accept his latest reappointment and advised the Parks & Recreation Commission of his decision on October 2nd.

This leaves a vacancy on the seven-member Parks & Recreation Commission for the Board to fill.

At a Commission meeting on October 8th, the consensus of the Commission was to put a notice in the November edition of the Auburn Village Crier to solicit individuals who might potentially be interested in serving as a member of the Commission. The Commission will share all potential volunteer names with the Board and will likely make a recommendation for a potential appointment.

In the meantime, RSA 35-B indicates the members of the Commission shall elect a chairman from amongst themselves. So the Parks & Recreation Commission will need to determine who shall serve as the Chair of the Commission moving forward.

In order to keep the record clear in terms of Board action on appointments to various Town boards, it would be appropriate for the Board to make the following motion concerning Mr. Nye's decision to complete his tenure with the Parks & Recreation Commission:

Move to accept with regret the decision of David Nye to not accept re-appointment to the Parks and Recreation Commission as of October 2, 2018.

Thank you for your consideration.

Bill Herman

From: Amy Lachance
Sent: Tuesday, October 02, 2018 7:56 PM
To: Rick Eaton; Keith Leclair; Jim Headd
Cc: Bill Herman
Subject: Commission Resignation

I spoke with David Nye yesterday and he has decided not to accept his latest appointment to the Parks and Recreation Commission. He gave me permission to pass this news along to you.

Thank you.

~Amy

Amy Lachance, Coordinator
Auburn Parks and Recreation
47 Chester Road
Auburn, NH 03032
603-483-5052 x101

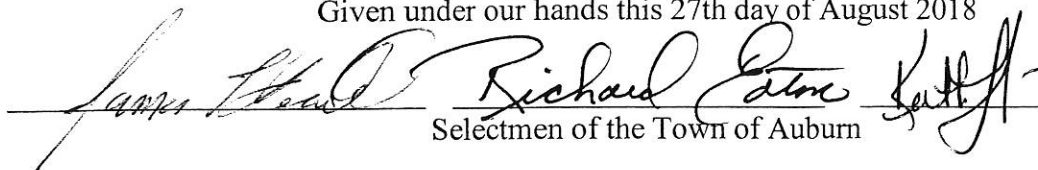
APPOINTMENT OATH OF OFFICE

COPY

To David Nye of Auburn in the County of Rockingham

WHEREAS, there is a vacancy for a member on the Parks and Recreation Commission in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **David Nye a member of the Parks and Recreation Commission** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire March 2021, or upon the selection of your successor.

Given under our hands this 27th day of August 2018


Selectmen of the Town of Auburn

"I, David Nye, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a member of the Parks and Recreation Commission for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God."

Signature

Address

Phone

E-Mail

Personally appeared the above named, David Nye, took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

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On the ____ day of _____ of 2018

Selectman, Moderator,
Town Clerk or Deputy Town Clerk

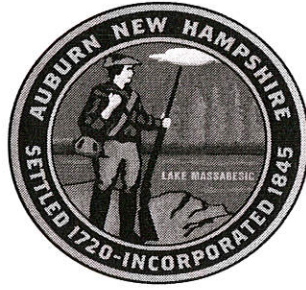
Received and Recorded

.....

Kathleen A. Sylvia, Town Clerk

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, Town Administrator

Date: October 5, 2018

Re: Multi-Year Assessing Agreement

The Town has received notice from Avitar Associates of New England, Inc., our current multi-year assessing agreement is valid through the end of December 2018 and that it is time to consider renewing the agreement to maintain assessing services beginning January 2019.

Attached is a proposed five year assessing agreement similar to the one that will end this year, with a cover letter outlining the proposal.

As the Board will see, there are a couple of options the Board could consider that are outlined in the proposal including:

- Only doing a one year agreement for the annual assessing work required.
- Entering into a five-year agreement for all assessing, cycled inspections, full update in the fifth year not including utilities, or
- Entering into a five-year agreement for all assessing, cycled inspections, full update in the fifth year including utilities.

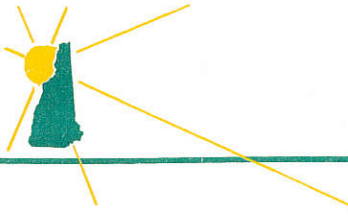
In very simple terms, the value of the full proposed agreement totals \$216,720 over the five year period, while our current agreement had a five year value of \$190,600.

Auburn has been a client of Avitar for more than 20 years, and has historically been pleased with the level and professionalism of their work over that time. There are perhaps less than a dozen firms certified by the NH Department of Revenue Administration who are able to perform municipal assessing work in New Hampshire, so the field is limited as to other potential options.

The Board may want to meet with Avitar representatives to discuss the proposal, which we would be happy to arrange in the near future.

It would be our recommendation the Board consider entering into the proposed five year Assessor's Agreement for the period of January 1, 2019 through December 31, 2023 which includes the assessing of the values of utilities in Auburn.

Thank you for your consideration.



Avitar Associates of New England, Inc.

A Municipal Services Company

October 3, 2018

**Town of Auburn
Bill Herman
Board of Selectmen
P.O. Box 309
47 Chester Road
Auburn, NH 03032**

Re: Multi-Year Assessing Agreement

Dear Bill & Board Members;

Enclosed is a five year assessing agreement as your current agreement is due to expire on 12/31/2018. There are a few differences if you were to compare this contract to your previous five year agreement and I wanted to point those out for you.

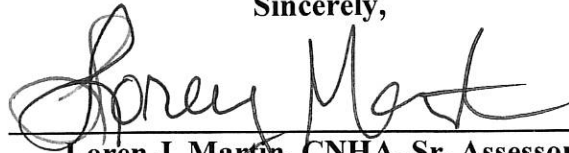
The first notable change would be that we are no longer separating out the data verification (now called cyclical inspections) from your contract assessing. These are all classified under one inclusive pricing that covers all aspects of the assessing work that needs to be completed. The second change is attributed to the number of parcels we plan on visiting as part of cycled inspections. As it grows more difficult annually with taxpayers concerned with frequent visits coupled with the fact that the data has been largely accurate, we see no need to visit the number of properties we have been to in the past. Much like the DRA, we will look at a sampling of your data annually (about 10%), along with new construction, sales verification and abatement inspections to ensure the data is accurate. If time goes by and we find there are inaccuracies in the data that are leading to significant value impacts, we would be the first to come to the Board with a plan to rectify. Another change lies with the update planned for 2023. In the past, we simply included utility valuations. Now we give you the opportunity to have us include the utility valuations or to opt out allowing you to engage the services of another.

This proposal has increased over your prior five year agreement and largely that is attributed to work estimated into the future years and accounting for normal increases in similar services, i.e. gas, staff, overhead, etc. In reviewing the time that has been associated with the towns assessing work and what was previously estimated to be needed, we realize the town requires more services than previously estimated. This contract ensures an Assessor will be available on a monthly basis for a scheduled contract day to ensure all day to day needs are being met. Largely, we have acted on call in the past and it is clear based on the historical need that this is no longer sufficient to meet the growing needs of the community. While we will be visiting fewer parcels

for the cycled inspection process, we will be doing that work annually throughout the entire term of the contract, as well as increasing general assessing services, such as data processing and monthly visits for the town.

I hope this proposal meets all of your needs and exceeds your expectations, however, if you have questions or concerns, I would be happy to discuss them with you. If you have no concerns simply sign and return. I will sign and return the original to you with a copy forwarded to the DRA.

Sincerely,



Loren J. Martin, CNHA, Sr. Assessor
President, Assessing Operations

LJM/sjc
Enclosure



Avitar Associates of New England, Inc.

Municipal Services Company

**AUBURN, NH
5 YEAR
ASSESSOR'S PROPOSAL
1/1/2019 THROUGH 12/31/2023
DRA CERTIFICATION 2023**

This agreement is made by Avitar Associates of N.E. Inc., located at 150 Suncook Valley Highway, Chichester NH, 03258, herein called "The Company", for the Town of Auburn, NH, herein called "The Town".

Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the Town of Auburn, P.O. Box 309, Auburn, NH 03032, email townadmin@townofauburnnh.com, phone number 483-5052 & fax number 483-0518.

ASSESSING AGREEMENT

I. CONTRACT ASSESSING & CYCLED INSPECTION – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments of \$2,245/month for the term of the contract.

- A) Office Hours:** This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below. On average one day per month.
- B) Duties:** Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, MS-1 report, tax warrant, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc
- a) Map Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions and/or developments which have occurred prior to April 1st of the tax year.
- b) Pick-ups:** Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.
- c) Meetings:** The assessor shall be available for any normal meeting not to exceed once a month (on average), with the Board of Selectmen/Assessors for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in Town. Meetings after 7:00 pm will be billed additionally at \$85/hour including travel.
- d) Abatements:** The assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.
- C) Appeals:** The assessor shall represent the Town and its best interest in all abatements or appeals. Utilities are not included in this Section. See Section I. Utility Work.
- D) Miscellaneous:** Miscellaneous duties and/or special assignments involving valuations shall be considered by the assessor, if reasonable and time is available and cost is not economically prohibitive for the assessor.

- E) Sales Ratio:** Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system. Neighborhoods or classes of property will be updated as needed to conform with the towns general level of assessment and an addendum to the USPAP report will be provided to document these types of changes when they occur. This is not a full update of values. Value notices and informal hearings are not included and if requested would be at an additional charge.
- F) DRA Monitoring:** Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Data Processing:** Data entry of all assessment related changes as a result of either the new construction or data verification process.
- I) Utility Work:** Any needed updates to utility properties for new construction or defense of values before the BTLA or Superior Court shall be billed additionally at the developed annual rate (currently \$150/hour). This fee is also applied to any utility defense (abatement & appeal) work. Annually, Avitar will mail a letter advising the community of the annual utility rate.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.
- K) Cycled Inspection:** On Average, 10% of the total records per year. The assessor shall begin the verification of existing assessments data in order to ensure reliability and equity between taxpayers and ensure that physical data is accurate. This process involves the measuring and listing (interior inspection) for each parcel.

Any interior inspections not completed during the initial field visit, shall be followed up with a company form letter, marked first class to those taxpayers informing them of the importance of such an interior inspection and the procedure to make an appointment for one. A door hanger will be left notifying the taxpayer of our visit to the property and instructing them they will receive a letter at a later date to arrange for inspection. Any and all corrections shall be made to the existing assessment record.

All work will be completed and delivered to the town before the end of the calendar year.

II. TOWN RESPONSIBILITIES

The Town shall be responsible to provide an office space with desks, tables, chairs, telephone and access to a computer with links to the CAMA system. Access to a copy machine for copying work related documents and keys to the workspace at no cost to the contractor. An assessing clerk, employee of the town/city shall be assigned to aid the assessor with their duties. The clerk's responsibility will include:

- A) To respond to any taxpayer's request for applications for exemptions, current use or abatements.
- B) To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the assessor of all said requests or schedule an appointment for the assessor's next visit.
- C) To aid the assessor by acting as the secretary, duties may include typing, record keeping, appointment scheduling, and any other duty typically associated to a proper and efficient administration of assessment tasks, etc.
- D) The cost of mailings and/or any notices or publications shall be the responsibility of the Town.

III. COMPANY RESPONSIBILITIES

- A) The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B) The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C) The Company will not assign any part of this agreement without expressed written permission by the municipality.

IV. COMPENSATION

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the Town.

Monthly statements detailing services rendered during the month will be provided by the Company and paid by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

V. VALUATION UPDATE

2023 Valuation Update (value anew) of all properties in town to ensure compliance with the **2023** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP/ASB Compliant Manual**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2023
- *Utility Values can be completed by Avitar for a separate fee of \$10,000, which would include a report necessary for inclusion in the town wide USPAP report.
- Based on 2,723 records (parcels plus multi cards).

There is no obligation by either party to do an update under this agreement. An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11 and will be forwarded for review and signature in the fall of 2022.

Circumstances outside of Avitar's control, such as changes in the law, DRA rules, Assessing Standards Board rules or makeup of the town may result in changes to the scope of work required which may alter this estimated cost.

With Utilities Option:

To be billed in update year 2023 in equal monthly installments of \$6,835 and will be noted on invoice as Update Contract (UC). Utility properties include: Liberty Utilities (1-1-UTL), NHEC (1-1-UTIL) & PSNH (2-47-1 & 2-47-UTL).

Without Utilities Option:

To be billed in update year 2023 in equal monthly installments of \$6,000 and will be noted on invoice as Update Contract (UC).

COST SUMMARY

	2019	2020	2021	2022	2023
Contract Assessing I. A-K (CA)	\$26,940	\$26,940	\$26,940	\$26,940	\$26,940
Update Contract (UC) w/Utilities *					\$82,020
Update Contract (UC) w/o Utilities **					\$72,000
Yearly Cost w/Utilities *	\$26,940	\$26,940	\$26,940	\$26,940	\$108,960
Yearly Cost w/o Utilities **	\$26,940	\$26,940	\$26,940	\$26,940	\$98,940
Monthly Bill w/Utilities *	\$2,245	\$2,245	\$2,245	\$2,245	\$9,080
Monthly Bill w/o Utilities **	\$2,245	\$2,245	\$2,245	\$2,245	\$8,245

CONTRACT EXECUTION

5 Year Contract Assessing & Cycled Inspections & Full Update as Noted Above With Utilities* \$216,720	5 Year Contract Assessing & Cycled Inspectios & Full Update as Noted Above Without Utilities** \$206,700	1 Year 2019 Contract Assessing & Cycled Inspections as Noted Above \$26,940
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AVITAR ASSOCIATES OF N.E., INC.

Company: _____
 Loren J. Martin, President Assessing Operations
 or Gary J. Roberge, CEO

 Date

TOWN OF AUBURN, N.H.

	Date
	Date
	Date
	Date
Board of Selectmen/Assessors	Date

Offer valid thru 12/31/18.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	Certified Property Assessor Supervisor
LM	Loren J Martin	President, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
MS	Mark Stetson	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor	Certified Property Assessor
JB	Jonathan Babon	Assessor	Certified Property Assessor
KC	Kerry Connor	Assessor	Certified Property Assessor
JQ	Jerry Quintal	Assessor	Certified Property Assessor
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
JD	Jaron Downes	Assessor Assistant	Certified Property Assessor Assistant
KC	Keith Colburn	Building Data Collector	Certified Building Measurer & Lister

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, Town Administrator

Date: October 12, 2018

Re: 2018 Tax Rate

On October 11th, the Town received the 2018 property tax rate from the NH Department of Revenue Administration – which totals \$17.06 per thousand.

This is a 19.3% reduction from the 2017 tax rate of \$21.15, which closely correlates to the approximate 21% increase in overall assessed values as a result of the revaluation performed in 2018.

Attached is the formal breakdown of the tax rate document received from NHDRA for your information and review.

It is anticipated that with the tax rate in hand, the work to prepare a warrant for the second issue property tax bills and print the bills so they can be mailed will be completed so that tax bills would be in the mail by November 1st, if not possibly even in late October.

Thank you for your consideration.



Tax Rate Breakdown Auburn

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$2,835,227	\$845,294,116	\$3.36
County	\$768,316	\$845,294,116	\$0.91
Local Education	\$9,181,657	\$845,294,116	\$10.86
State Education	\$1,604,438	\$829,190,516	\$1.93
Total	\$14,389,638		\$17.06

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Total			

Tax Commitment Calculation	
Total Municipal Tax Effort	\$14,389,638
War Service Credits	(\$175,000)
Village District Tax Effort	
Total Property Tax Commitment	\$14,214,638

Stephan Hamilton
Director of Municipal and Property Division
New Hampshire Department of Revenue Administration

10/11/2018

Appropriations and Revenues

Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$5,643,026	
Net Revenues (Not Including Fund Balance)		(\$2,856,101)
Fund Balance Voted Surplus		(\$300,000)
Fund Balance to Reduce Taxes		\$0
War Service Credits	\$175,000	
Special Adjustment	\$0	
Actual Overlay Used	\$173,302	
Net Required Local Tax Effort	\$2,835,227	

County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$768,316	
Net Required County Tax Effort	\$768,316	

Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$12,852,136	
Net Cooperative School Appropriations		
Net Education Grant		(\$2,066,041)
Locally Retained State Education Tax		(\$1,604,438)
Net Required Local Education Tax Effort	\$9,181,657	
State Education Tax	\$1,604,438	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort	\$1,604,438	

Valuation

Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$845,294,116	\$672,981,470
Total Assessment Valuation without Utilities	\$829,190,516	\$664,988,770

Village (MS-1V)

Description	Current Year
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Auburn

Tax Commitment Verification

2018 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$14,214,638
1/2% Amount	\$71,073
Acceptable High	\$14,285,711
Acceptable Low	\$14,143,565

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	

Under penalties of perjury, I verify the amount above was the 2018 commitment amount on the property tax warrant.

Tax Collector/Deputy Signature:	Date:
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Requirements for Semi-Annual Billing

Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Auburn	Total Tax Rate	Semi-Annual Tax Rate
Total 2018 Tax Rate	\$17.06	\$8.53

Associated Villages

No associated Villages to report

Fund Balance Retention

Enterprise Funds and Current Year Bonds	\$0
General Fund Operating Expenses	\$17,197,437
Final Overlay	\$173,302

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality's unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1)*, pg. 17.

[2] Government Finance Officers Association (GFOA), (2009), *Best Practice: Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*.

[3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2018 Fund Balance Retention Guidelines: Auburn	
Description	Amount
Current Amount Retained (11.90%)	\$2,047,048
17% Retained (<i>Maximum Recommended</i>)	\$2,923,564
10% Retained	\$1,719,744
8% Retained	\$1,375,795
5% Retained (<i>Minimum Recommended</i>)	\$859,872

Town of Auburn

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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, Town Administrator

Date: October 3, 2018

Re: Town Website Platform

The Town has received notice from its website host (Virtual Towns & Schools / CivicPlus) that our current website platform has an end of life on January 31, 2019, and the Town needs to either move to a "Responsive Design" platform or face the closure of our current web site.

As the attached information indicates, the change is being affected by industry standards making websites appropriate for all mediums such as smart phones, tablets and other mobile devices that have variable display sizes.

There is a cost to move the Town's website to this type of platform and it is \$1,800. The vendor is giving us options to cover this in a single payment or spread over three fiscal years at \$600 per year beginning in 2019.

With our current vendor, there is no option as to not making this change. Our website will go offline as of February 1, 2019 without the change. We could look for other vendors and move to someone else altogether, but this will take time and ultimately cost more than \$1,800. The Southern New Hampshire Planning Commission and the New Hampshire Municipal Association have both recently gone through processes to solicit a new web site vendor, and I am aware the lowest cost options they both found were approximately \$5,000 and up. That is similar to the cost Auburn had when it moved to its current provider approximately three years ago.

I am looking for direction from the Board as to whether you would want to cover this expense in our current 2018 budget (there are no funds budgeted for this, but I believe we could comfortably handle it through the Legal Services budget account); budget the full expense in 2019 or opt for the three year spread of costs at \$600 per year for 2019, 2020 and 2021.

Thank you for your consideration.

Bill Herman

From: Bill at CivicPlus <bletsky@vt-s.net>
Sent: Monday, September 24, 2018 1:58 PM
To: Bill Herman
Subject: Important Website Reminder, EOL 1/31/19 (Please Read)
Attachments: Core Benefits of New Website Platform.pdf

Importance: High

Hi Bill,

Just following up to remind you that the current website platform has an end of life on January 31, 2019. The driver for this, as we mentioned when we notified you last fall, is to follow the industry towards making websites appropriate for smart phones, tablets and other devices that have variable display sizes. (This is called Responsive Design)

This means you will need to move to another website by this date. We can move you to our Responsive Design platform. Your content editing is similar but easier on this platform and it comes with some significant feature enhancements and new modules (RFPs, Business Directory, etc). I have attached an overview of this.

Cost Options:

- a. Retain a similar design; **\$1,800** (You may spread this over three fiscal years (\$600 per year), even commencing next fiscal if this helps).
- b. Redesign your site at the same time: **\$3,000** ((You may spread this over three fiscal years (\$1,000 per year), even commencing next fiscal if this helps).

No increase in your annual expenses for secure hosting, unlimited support, and ongoing maintenance.

Please let us know ASAP of your plans. I would be glad to discuss this with you.

Regards, Bill

Bill Letsky

(978) 461.5827



Core Benefits of New Website Platform (Drupal Open Source CMS)

Benefits to Website Visitors

- Responsive Design (Website resizes for mobile phones, tablets, wide screen monitors)
- Easier Access to Core Information (Mega Menus, Help Center, Cascading Navigation)
- Advanced Search Engine
- Enhanced Department Communications (Urgent Alerts, Bulletin Boards)
- Social Media Integration
- Embed Videos
- Greater Design Flexibility
- New Additional Modules:
 - Business Directory
 - Bids/RFPs
 - Recyclopedica

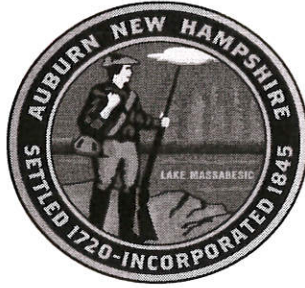
Benefits to Website Editors (Staff)

- Browser Based Editing (No applications to install)
- Unlimited Number of Content Editors (no license fees)
- More Options to Assign Roles & Permissions to Editors
- Easier to Make Updates/Keep Website Current
- More Functionality (Schedule Content to Publish, Expire, or Review)
- Database Structure (Easy Export or Analysis of Website Submissions)
- More Control over CMS Elements without VTS Support

Keeping You Ahead of Rising Expectations

Town of Auburn

Town Hall
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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, Town Administrator

Date: October 10, 2018

Re: Parks & Recreation Coordinator Job Description

In follow-up to the discussion at the Board's October 1st meeting, we have worked to modify the current job description of the Parks & Recreation Coordinator to include the general areas of interest and function that has been discussed.

Attached is a copy of the proposed revised job description in "Track Change" format to hopefully more easily see where the modifications have been made.

We have shared this draft with Amy Lachance for her review, and it is consistent with what she has understood from the conversations at the two workshop meetings held with the Board and the Parks & Recreation Commission.

I would call the Board's attention to the proposed Labor Grade for this position. Currently, it is a Labor Grade 4. With the changes that includes managing the maintenance staff, it seems appropriate to at least have the Parks & Recreation Coordinator in the same labor grade as the maintenance staff as opposed to two labor grades lower. The Parks & Recreation Coordinator is currently a Labor Grade 4, Step 8, and I would propose she be at Labor Grade 6, Step 8 moving forward.

Should the Board be comfortable with this proposed modifications to the job description of the Parks and Recreation Coordinator, the following motion would be appropriate:

Move to approve the proposed modifications to the job description of Parks & Recreation Coordinator dated October 9, 2018 and to make the changes effective October 15, 2019.

Thank you for your consideration.

TOWN OF AUBURN

JOB TITLE: Parks & Recreation Coordinator

10/9/18

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DEPARTMENT: Parks & Recreation

STATUS: Part-Time, Non-Exempt

LABOR GRADE: 6

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JOB SUMMARY: Under the supervision of the Town Administrator, provides administrative support to the Parks & Recreation Commission, coordinates the Parks & Recreation functions by planning programs, budgeting, and maintaining parks and recreational facilities records, and is responsible for administrating the finances of Parks and Recreation.

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ESSENTIAL DUTIES:

- Compiles and prepares the annual budget submission to Parks and Recreation Commission for initial approval, followed by submission to Board of Selectmen and the Budget Committee.
- Implements and manages the approved budget for Parks and Recreation, inclusive of adherence to the Town of Auburn Purchasing Policy. For this purpose, the Parks & Recreation Coordinator would be considered to be a department head for the approval of expenditures.
- Assembles agendas and meeting minutes for monthly committee meetings.
- Reports to committee on status of various activities in the Department.
- Coordinates all work to be performed by maintenance staff including assigning work responsibilities, tracking status of work responsibilities and approving time sheets for payroll. Manages annual performance evaluations of maintenance staff in consultation with the Parks & Recreation Commission Chair.
- Plans and coordinates Senior Citizen trips offered through the Parks & Recreation Commission.
- Attends Board of Selectmen and Budget Committee meetings as needed.
- Works with various organizations to schedule athletic fields throughout the Town.
- Receives proof of insurance and insure submission of payments to the Town.
- Researches, solicits quotes, negotiates pricing and schedules vendors for various Town activities and Parks and Recreation projects

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- Insures that recreational invoices are submitted to the Town for payment with appropriate account codes and signature.
- Provides updates to the Parks and Recreation Web pages with pertinent information regarding athletic teams, schedules and upcoming activities.
- Works with Department personnel to develop forms and reports for standard operational procedures.
- Writes monthly article for the Auburn Village Crier.
- Writes annual summary of accomplishments for the Parks and Recreation Department for the annual Town report.
- Processes grant paperwork, does research as necessary for grant requests, follows up with various agencies until application determinations are made, keeps track of approved grant requirements, and ensures compliance with requirements to submit timely reimbursement requests.
- Assists Town Hall staff and the public as appropriate while working at the Town Hall including, but not limited to, answering the telephone, responding to questions, directing individuals to appropriate offices, etc.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of planning and budgeting.
- Knowledge of Town and Department policies and procedures, facility and equipment safety regulations.
- Knowledge of general computer software.
- Skill in interpersonal relations and oral and written communication.
- Ability to maintain accurate records and files.
- Ability to use maintenance tools and equipment, and office equipment such as a computer, phone, fax, calculator and copier.
- Ability to work effectively and cooperatively with Town officials, staff, other department heads, and the general public.

- Ability to be part of a team in the delivery of services.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items

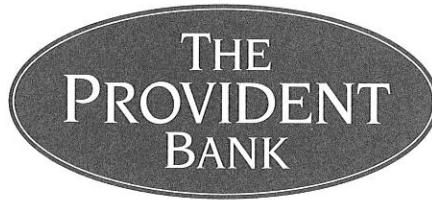
such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with a high school diploma or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the job, or any equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.



IRREVOCABLE STANDBY LETTER OF CREDIT 2016-104

Renewal Extension

Date of Issue: October 12, 2018

Date of Expiry: October 12, 2019

Applicant:

Liberty Woods, LLC
724 E. Industrial Drive, Suite 13
Manchester, NH 03109-5629

Beneficiary:

Town of Auburn
Attn: Board of Selectman
Chester Road
Auburn, NH 03032

Dear Board of Selectman:

The Provident Bank hereby establishes its Irrevocable Standby Letter of Credit No. 2016-104 in your favor for the account of Liberty Woods, LLC in the aggregate amount of One Hundred Seventy Six Thousand Five Hundred Seventy-Two and 00/100 Dollars (US \$176,572.00) (the "Stated Amount"). We hereby irrevocably authorize you to draw upon us, in accordance with the terms and conditions hereinafter set forth, by sight draft, an amount not to exceed the Stated Amount.

Signed drafts must be accompanied by an affidavit of Beneficiary certifying that Liberty Woods, LLC has failed to satisfactorily complete the certain improvements as shown in the reclamation Subdivision Surety Estimate for the site plan known as "Liberty Woods Subdivision Tax Map 8, Lot 42, 58 Dearborn Road, Auburn, NH dated May 14, 2016, recorded as Plan No. D-39482 ("Guaranteed Improvements") and the sum of One Hundred Seventy Six Thousand Five Hundred Seventy-Two and 00/100 Dollars (US \$176,572.00) is due.

The Stated Amount shall be permanently reduced by all drafts honored by the Bank hereunder.

The effective date of this Irrevocable Standby Letter of Credit shall be October 12, 2018. This Irrevocable Standby Letter of Credit shall expire on October 12, 2019, unless extended or renewed by the Bank in Bank's sole Discretion.

***As of October 12, 2018 this Irrevocable Standby Letter of Credit has been revised to extend the Maturity date to October 12, 2019.**

If the Guaranteed Improvements are not completed by October 12, 2019, the Beneficiary and/or the Applicant shall have the right to request that this Irrevocable Standby Letter of Credit be extended or renewed. If this Irrevocable Standby Letter of Credit is not extended or renewed, and if the Bank has not received a certificate signed by an authorized representative of the Beneficiary stating that the Guaranteed Improvements are complete, then this Irrevocable Standby Letter of Credit automatically be considered to have been called. Without further action of the Beneficiary, The amount of \$176,572.00 (One Hundred Seventy Six Thousand Five Hundred Seventy-Two 00/100). Less any amount then previously partially released, shall forthwith be forwarded, in the form a check to the Treasurer of the Beneficiary.

Demand for payment under this Irrevocable Standby Letter of Credit may be made prior to its expiration at any time during the Bank's business hours on a day which the Bank's main offices is open to the public for the purpose of carrying substantially all of its banking functions (a "Business Day").. Any demand for payment and all other communications to the Bank relative to this Irrevocable Standby Letter of Credit shall be in writing and addressed and presented to The Provident Bank, 5 Market Street, Amesbury, MA 01913, and shall make specific reference to this Irrevocable Standby Letter of Credit by number and identification of the Customer.

If demand for payment is made and presented by you hereunder at or before 12:00 pm local time at the bank Location on a Business Day and provided that such demand for payment conforms to the terms and conditions hererof, payment of the amount demanded shall be made to you in immediately available funds on or before the close of business on the Third Business Day after the Business on which demand for payment and presentation of all necessary documents is made.

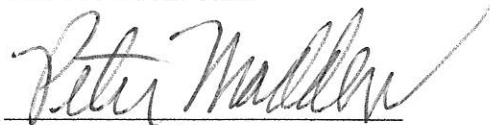
Drafts drawn hereunder must be marked "Drawn under The Provident Bank Irrevocable Standby Letter of Credit No. 2016-104, dated October 12, 2018.

Except so far as stated herein, this Irrevocable Standby Letter of Credit is subject to the International Standby Practices (ISP), International Chamber of Commerce No. 690 *"ISP 98"). This Irrevocable Standby Letter of Credit shall, be deemed to be issued under the Laws of the State of New Hampshire and shall, as to matters not governed by ISP 98, be governed by and construed in accordance with the internal laws (as opposed to conflicts of law provisions) of said state.

This Irrevocable Standby Letter of Credit is not transferable or assignable.

Sincerely,

The Provident bank



By Peter Madden
Assistant Vice President

Agree and Assented to: Liberty Woods, LLC



Keith A. Martel, Manager

Agree and Assented to: Town of Auburn

By: _____

Its:

**Town of Auburn
Board of Selectmen
October 1, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Paula Marzloff, Lieutenant Ray Pelton, Road Agent Mike Dross, Linda Dross, Library Director Kathy Growney, Library Trustees Nancy Mayland and Joseph Forest, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of October 1, 2018 - \$45,959.06

Mr. Eaton motioned to approve the Payroll for the Week of October 1, 2018 in the amount of \$45,959.06. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of October 1, 2018 - \$13,164.48

Mr. Eaton motioned to approve the Accounts Payable for the Week of October 1, 2018 in the amount of \$13,164.48. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of October 1, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of October 1, 2018 some of which included: one (1) Notice of Property Lien/Public Assistance and three (3) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of October 1, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Total.

Griffin Free Public Library – Library Trustees & Library Director Kathy Growney

Ms. Growney presented proposed increases for repair or replacement of one of the air-conditioning units, repair of the Library sign and increases of \$1,000 for Hoopla Digital due to patron requests and \$300 for Kanopy for movie streaming. The total budget proposed was \$49,450.00.

Ms. Growney advised digital streaming materials were popular. The Library is requesting \$1,000 to subscribe to Hoopla. Ms. Growney advised there has been an increase of patrons to the Library of 14%, which was also the reason for the increase for paper products requested of \$100. Mr. Leclair asked how many patrons had specifically requested Hoopla. Ms. Growney responded 14.

The Library is requesting \$300 to subscribe Kanopy. Ms. Growney advised this is an on-line movie streaming service which has become increasingly popular with homeschoolers. Ms. Growney advised they are unable to charge for viewing of movies at the library and recommended an additional \$150 for MPLC movie license renewal.

Ms. Growney advised there was an increase of \$342 for merger of the fire and burglar alarm systems.

The library is requesting \$4,000 to repair or replace the air-conditioning unit and has one estimate from Jim Trombly. Mr. Leclair recommended funding the air-conditioning replacement from the general building fund. All agreed \$4,000 will be removed from the budget and paid for through the building fund.

The library is requesting \$3,000 for repair of its outdoor sign. Mrs. Growney stated that she had not received the written estimates at this point, only a verbal quote for budgeting purposes.

The balance of the now proposed \$45,450 budget was tabled until estimates could be obtained for repair of the sign.

Highways & Road Maintenance – Mike Dross, Road Agent

The Board of Selectmen had a lengthy discussion with Road Agent Dross concerning the line item for Road Shimming. Mr. Dross advised he felt strongly road maintenance should not fall behind while other projects are being worked on. Mr. Eaton recommended trying reclamation with some of next year's work to see how it works out and to gain more miles. Mr. Dross explained why some roads are worse than others, (i.e. – volume of traffic, age of the road, the mediums used in original construction, etc.) and, as a result, some require 1-1.5" and others 3'4" depending on how they were built. Some high-traffic roads that are not maintained by the State were identified by Road Agent Dross as Wilson Crossing, Chester Turnpike, Old Candia Road and Rockingham Road. For next year Road Agent Dross stated he plans to do work on Lakeview Way, Spofford Road (from Doug Hill to Wildwood Drive), and the intersection of Coleman Road, Dearborn Road and Chester Turnpike. Mr. Dross discussed culverts and drainage areas that need attention at Pingree Hill Road and Hunting Road, while Squirrel Drive should be reconstructed. Ms. Marzloff asked about the intersection of Rattlesnake Hill Road.

Road Agent Dross reported crushing their own gravel is saving the Town money. He also indicated the line item for salt is somewhat higher as he would like to do a one-time stockpile to have moving forward. Road Agent Dross reported detention pond clean-

outs were budgeted at \$15,000, but could be reduced to \$10,000. Some areas will need to be brush-hogged. Mr. Eaton advised this work was mandatory. Mr. Leclair asked how often. Road Agent Dross responded every two to three years at least, and that they may be able to rent equipment or just contract out for the work. Mr. Leclair asked about road striping. The Road Agent explained they were at the mercy of the contractor and were on the list to be done. This is something that should be done yearly. Brighter lines increase visibility. Mr. Eaton recommended some work be scheduled for the shoulders.

Mr. Eaton requested Mr. Dross spend some time researching for the Board on how much cost is put into millings.

Mr. Leclair asked about the work at the Pingree Hill Fire Station which he understood both Mr. Dross and Mr. Rolfe had volunteered their time for, as he had a bill from Mr. Rolfe for \$2,200. Mr. Dross will look into it as he agreed both had offered to volunteer their time.

Subtracting \$5,000 from highway storm water maintenance this reduced the proposed FY 2019 Highway Road Maintenance to \$995,802.

Mr. Leclair motioned to approve the 2019 Highway & Road Maintenance budget of \$995,802. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Solid Waste (Bill Herman)

Mr. Herman discussed the annual monitoring at the landfill. He advised the Board in addition to the monitoring wells, groundwater points must also now be sampled for PFOAs is now required, in addition to monitoring private wells in an immediate radius. Tests to date have not found any levels existing in the private wells, but there have been positive tests on the groundwater on the landfill property.

Mr. Herman asked Road Agent Dross if the container was still in use for road side pick-ups and it was determined the \$300 line-item for could be removed reducing the budget from the proposed \$22,700 to \$22,401 by keeping \$1.00 in that line item.

Mr. Leclair motioned to approve the 2019 Solid Waste budget of \$22,401. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Health & Social Service Agencies – Bill Herman

Mr. Herman advised there are five agencies included in this budget that have annually been funded for a number of years. The 2019 requests are level funded from 2018. The agencies include the Visiting Nurses Association, Child & Family Services, Home Health & Hospice, Lamprey Health Care and Rockingham Nutrition and Meals on Wheels Program.

Mr. Leclair motioned to approve the 2019 Health & Social Service Agencies budget of \$5,875. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Intergovernmental Welfare – Bill Herman

Mr. Herman indicated this is the budget account for Auburn's share of funding for the Rockingham County Community Action Program, which is used regularly as a resource for the Town's Welfare Officer. He indicated the amount has been level funded for approximately 10 years.

Mr. Leclair motioned to approve the 2019 Intergovernmental Welfare budget \$4,471. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Clarification of Parks & Recreation Coordinator's Position

Mr. Herman noted the Board of Selectmen had met in a workshop meeting on September 26th concerning the structure and operations for Parks & Recreation. He presented an outline of what he understood the general consensus of the Board from that meeting for revised job responsibilities for the Parks & Recreation Coordinator, some of which included being responsible for the budget, being designated as a department head and other supervisory responsibilities such as assignment work, tracking work, completing evaluations and signing off on timesheets. Mr. Herman indicated amending the job description for this position would be the best way to implement these items, but he wanted to be certain he had the right understanding of what the Board wanted before re-working the job description. The Board members agreed these were the items they agreed needed to be focused on. Mr. Herman indicated he would have a revised job description for the Board's review and consideration at their next meeting.

Old Business

Potential Lighting Conversion at Safety Complex

Mr. Herman presented an update to the proposed repair or replacement to the lighting fixtures at the Safety Complex which sustained damage from a lightning strike. Replacement of some or all of the fixtures with LED units to save on electric costs was discussed.

Lt. Pelton clarified there were 12 2x2 units in the lobby of which eight are not working. In the Community Room there are eight 2x4 units of which three need to be replaced. Lil Deeb acquired estimates from Glen Shaw who quoted \$1,360 to repair or \$2,640 to replace the lobby and hall with LED, and the cost to repair the Community Room of \$510 or to replace with LED for \$2,800.

Mr. Herman has contacted Eversource with the revised project, but has not heard back from them yet as to a possible incentives figure for LED replacements.

Mr. Leclair reported he spoke to Glenn Shaw about this potential project and was able to determine there would be approximately five-and-a-half year payback on this project.

The consensus of the Board members was to move forward with the replacement of all the lights and whatever level of support Eversource may provide will be used as an offset to the project.

Minutes

- September 24, 2018 Public Meeting
- September 26, 2018 Workshop Meeting

Ms. Hoijer corrected a typo in the date of the September 24, 2018 Accounts Payable motion which mistakenly read July 30.

Mr. Leclair motioned to approve the September 24, 2018 Public Meeting Minutes, as amended. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the September 26, 2018 Workshop Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:10 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary