

**Town of Auburn
Board of Selectmen
September 26, 2016
Town Hall
6:00 p.m.**

() Consultation with Legal Counsel – Non-Public Meeting (RSA 91-A: 2, I (b))

6:30 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll for Week of September 19th, 2016

Approval of Accounts Payable for Week of September 26th, 2016

Consent Agenda – as of September 26th, 2016

() FY 2017 Budget Presentations

- General Welfare Assistance
- Building Inspector / Code Enforcement Officer
- Parks and Recreation
- Recreation Improvements

() Appointments with the Board

Auburn School District Master Planning Committee

() New Business

Budgeting for Building Expenses

() Old Business

Town Hall – Front of Building

() Other Business

Meeting Schedule – October and November

() Minutes

- September 12th, 2016 Public Meeting

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."

2017 PROPOSED DIRECT ASSISTANCE
TOWN OF AUBURN

1	2	3	4	5	6	7	8	9
Expend 2013	Expend 2014	Expend 2015	Budgeted 2016	Expended YTD 2016	Dept/Comm Request 2017	% Chg 16/17	BOS Approved 2017	Budget Comm Approved 2017
As of December	As of December	As of December	As of December	As of September				

General Fund

Direct Assistance

1 01-4442-0-002-1 General Welfare Assistance
Narrative for Column # 6

As of August only 26% of Budget used. In 2014 \$1,000 spent on Kent Septic; in 2015 \$811.82 spent on AQ Fence.

Grand Total:

28,130.21	13,656.17	12,036.35	20,000.00	5,850.05	15,000.00	33%	0.00	0.00
28,130.21	13,656.17	12,036.35	20,000.00	5,850.05	15,000.00	33%	0.00	0.00

2017 PROPOSED BUILDING INSPECTOR
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of September				
Building Inspection									
1 01-4240-3-320-1 Narrative for Column # 6 Used for professional engineering services relative to code enforcement and building inspection. When applicable, fees incurred would be reimbursed by developer.	0.00	0.00	600.00	1.00	0.00	500.00	-100%		
2 01-4240-3-350-1 Narrative for Column # 6 Building Inspector Legal Expenditure Mainly used for legal expenses necessary for zoning compliance. Legal expenses incurred for zoning compliance may be included in settlements, however the majority of code compliance matters are without court action but include legal opinions. In 2016 enforcement included matters of construction without permits, zoning interpretations, legal assistance for cease and desist.	525.00	420.00	1,312.50	4,000.00	1,330.00	3,000.00	33%		
3 01-4240-5-510-1 Narrative for Column # 6 Building Inspector Cell Phone Reimbursement Increase by \$50 per month to accommodate data plan and hotspot capabilities in field for electronic inspection reports and access to Internet resources	455.00	420.00	420.00	420.00	245.00	600.00	-30%		
4 01-4240-6-610-1 Narrative for Column # 6 Building Inspector Office Equipment To cover expense if replacement of current piece of equipment is necessary. Looking to purchase raised table before end of this fiscal year.	629.97	213.99	69.99	500.00	0.00	500.00			
5 01-4240-6-645-0 Narrative for Column # 6 BI Dues, Workshop, Seminars Includes membership fees to professional associations, monthly building officials training, additional seminars workshops.	3,525.48	3,614.72	3,145.65	3,500.00	2,113.86	3,500.00			
6 01-4240-6-650-1 Narrative for Column # 6 Building Inspector Books State Building Code (2015 ICC Codes) library being purchased. Also for ICC certification testing, \$190/Exam.	428.46	436.45	520.80	500.00	391.03	500.00			
7 01-4240-6-660-1 Narrative for Column # 6 Building Inspector Safety Equipment Includes clothing items, steel-toed boots and testing equipment for the Building Inspector. Some items do not require replacement each year such as hard hat, safety glasses, and testing equipment.	0.00	129.99	0.00	150.00	0.00	150.00			
8 01-4240-6-670-1 Narrative for Column # 6 Building Inspector Printing, Forms & Supplies Used to purchase pre-printed permits for electrical, mechanical and plumbing. Will be implementing an on line permitting option in early 2017 which should reduce the line in future years. Line also used to purchase business cards and large scale printed jobs. There will be an additional cost of \$2,100 yearly for software support for on-line building permits which will be included in BOS budget line 01-4199-3-340-1 for 2017.	316.54	479.10	458.34	300.00	0.00	300.00			
9 01-4240-7-710-1 Narrative for Column # 6 Building Inspector Vehicle Repairs & Mainten: Oil changes, wipers, battery, contingency for larger repairs.	131.99	287.68	365.34	750.00	38.78	750.00			
10 01-4240-7-720-1 Narrative for Column # 6 Building Inspector Fuel/Mileage Reduction of \$200.	848.19	1,114.38	1,330.62	1,000.00	406.25	800.00	25%		
Grand Total:	6,860.63	7,116.31	8,223.24	11,121.00	4,524.92	10,600.00	5%	0.00	0.00

**Building Inspection/Code Enforcement
2017 Budget Proposal**

01-4240-1-110-1	Building Inspector Salary –
01-4240-3-320-1	BI Engineering Services – current line \$1.00 Expended 2016 \$600.00 Proposed 2017 \$500.00 - Increase 500.00 Line item used for professional engineering services Relative to code enforcement and building inspection. When applicable, fees incurred would be reimbursed by developer.
01-4240-3-350-1	BI Legal Expenditure – current line \$4000.00 Expended 2016 - \$227.50. Proposed 2017: \$3,000.00 - Decrease \$1000.00 Line item would be mainly used for legal expenses relative to services necessary for zoning compliance, When applicable legal expenses incurred for zoning compliance may be included in settlements, however the majority of code compliance matters are without court action but include legal opinions. 2016 enforcement included matters of construction without permits, zoning interpretation, legal assistance for cease & desist.
01-4240-5-510-1	Building Inspector Cell Phone – current line \$420.00 Expended 2016 - \$420.00 Proposed 2017: 600.00 - Increase \$180.00 Line item will be increased to \$50.00 per month accommodate data plan and hotspot capabilities in field for electronic inspection reports and access to Internet resources.
01-4240-6-610-1	Building Inspector Office Equipment – current line \$500.00 Expended 2016 - Proposed 2017: \$500.00 - level To cover expense if replacement of current piece of equipment is necessary. Looking to purchase raised table before end of this fiscal year.
01-4240-6-645-0	Building Inspector Dues, Workshops, Seminars – current line \$3500.00 Expended 2016 - \$1418.86 Proposed 2017: \$3,500.00 This line includes membership fees to professional associations, Monthly building officials training, additional seminars workshops.

- 01-4240-6-650-1 Building Inspector – Books – Current line \$500.00**
 Expended 2016 - \$165.96
Proposed 2017: \$500.00 - Level
- State Building Code (2015 ICC Codes) library being purchased
 This line also utilized for ICC certification testing, \$190/Exam
- 01-4240-6-660-1 Building Inspector Safety Equipment – current line \$150.00**
 Expended 2016 - \$129.00
Proposed 2017 - \$150.00 - Level
- This line item includes clothing items and steel-toed boots and testing equipment for the building inspector. Some of the items purchased do not require replacement on a yearly basis such as hard hat, safety glasses, and inspection testing equipment.
- 01-4240-6-670-1 Building Inspector Printing, Forms & Supplies**
 Current Line \$300.00 Expended 2016 - \$ 0
Proposed 2017 - \$300.00 - Level
- The Building Inspector uses this line item to purchase pre-printed permits for electrical, mechanical and plumbing. Department will be implementing an on line permitting option in early 2017 which will reduce this budget amount in future years. Also utilize this line to purchase business cards, large scale printed jobs.
- 01-4240-7-710-1 Building Inspector Vehicle Repairs & Maintenance-**
Current Line \$750.00 Expended 2016 - \$38.78
Proposed 2017 - \$750.00 - Level
 Oil change, wipers, battery, contingency for larger repairs.
- 01-4240-7-720-1 Building Inspector Fuel/Mileage – current line \$1000**
 Expended 2016 - \$338.74
Proposed 2017 - \$800.00 – Decrease \$200

New line for On Line Permitting Processing - \$175.00 / Month \$2,100.00

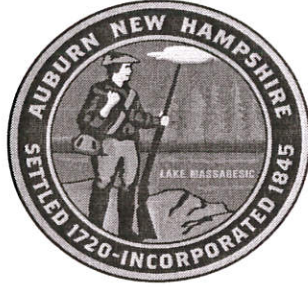
2017 PROPOSED PARKS & RECREATION
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of September				
General Fund									
Parks & Recreation									
1 01-4520-0-001-1	7,693.98	4,198.45	10,586.71	12,500.00	6,966.34	12,500.00	0.00	0.00	0.00
2 01-4520-0-001-2	7,793.93	11,523.03	12,376.64	14,500.00	14,045.35	14,400.00	1%	0.00	0.00
3 01-4520-0-001-3	816.78	0.00	0.00	600.00	0.00	800.00	-25%	0.00	0.00
4 01-4520-0-001-4	2,485.50	2,461.40	2,601.50	2,800.00	2,655.92	2,800.00	0.00	0.00	0.00
5 01-4520-0-001-6	438.20	144.00	0.00	400.00	400.00	600.00	-33%	0.00	0.00
6 01-4520-0-001-7	413.91	2,123.19	1,531.70	600.00	400.00	800.00	-25%	0.00	0.00
7 01-4520-0-001-8	822.11	866.81	985.95	1,500.00	1,159.28	1,500.00	0.00	0.00	0.00
8 01-4520-1-120-1	9,527.32	10,329.58	10,876.09	10,912.00	3,773.28		100%		
9 01-4520-1-120-2	13,782.22	15,438.25	17,852.16	18,802.00	21,126.79		100%		
10 01-4520-2-250-1	483.50	527.20	365.17	750.00	755.94	800.00	-6%	0.00	0.00
11 01-4520-3-360-1	5,169.36	13,152.53	926.27	2,000.00	858.00	2,000.00	0.00	0.00	0.00
12 01-4520-5-520-1	1,431.60	1,875.40	2,360.74	2,400.00	1,585.95	2,500.00	-4%	0.00	0.00
13 01-4520-5-550-0	1,360.28	2,382.60	9,127.02	21,500.00	16,095.74	21,300.00	1%	0.00	0.00
14 01-4520-5-550-4	22,469.27	4,238.19	150.00	1,000.00	0.00	3,000.00	-67%	0.00	0.00
15 01-4520-5-560-1	0.00	0.00	0.00	600.00	0.00	600.00	0.00	0.00	0.00
16 01-4520-5-560-2	5,284.67	4,533.65	5,188.58	5,400.00	4,142.61	5,400.00	0.00	0.00	0.00
17 01-4520-6-670-0	0.00	0.00	455.19	500.00	602.57	800.00	-38%	0.00	0.00
18 01-4520-9-940-1	14,168.99	6,892.14	38,574.25	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Recreation Total	94,141.62	80,686.42	113,957.97	96,764.00	74,567.77	69,800.00	39%	0.00	0.00
Grand Total:	94,141.62	80,686.42	113,957.97	96,764.00	74,567.77	69,800.00	39%	0.00	0.00

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
General Fund	As of December	As of December	As of December	As of December	As of September				
Land & Improvements									
1 01-4901-3-910-3	0.00	0.00	0.00	41,500.00	57,820.74	285,400.00	-85%	0.00	0.00
Grand Total:	0.00	0.00	0.00	41,500.00	57,820.74	285,400.00	-85%	0.00	0.00

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, CPM, Town Administrator

Date: September 22, 2016

Re: Budget for Building Expenses

One of the recommendations contained in the Organizational and Risk Assessment Report on the Police Department by Municipal Resources, Inc. (MRI), was that the Town consider aggregating various expenses for building costs into one central Town Hall account as opposed to splitting them out in individual department budgets.

MRI focused on the costs of electricity, oil and telephone, but there are other building & property maintenance expenses that could be viewed in this manner as well.

With the Town and School District taking a serious look at potentially partnering together for overall building and property maintenance efforts that could commence as early as July 1, 2017, there may be additional merit to corralling the various building and property maintenance budget items within the "General Government Buildings" budget accounts moving forward.

In doing this, individual account lines can be established for Town Hall, Safety Complex, Pingree Hill Station, etc., so that costs per building can be tracked, accounted for and budgeted.

Before we get too far into the budgeting process for 2017, we are seeking the Board's direction for how they may like to have the building and maintenance expenses budgeted for the coming year. Do you want, at a minimum, to follow the utilities recommendation offered by MRI? Or might you want to capture all maintenance items in one area as well?

Thank you for your consideration.



Alternative Designs Inc.

Alternative Designs Inc
94 Old Granite Street
Manchester, New Hampshire 03101
www.altdesigns.us
(603) 645.4388

September 23, 2016

To: Board of Aldermen
Town of Auburn
P.O. Box 309
47 Chester Rd
Auburn NH 03032

Attn: William G. Herman, CPM
Town Administrator

Re: Town Hall Front Stair Redesign



Dear Sirs;

Thank you for Considering Alternative Designs Inc. (ADI) to provide professional Design Services for your Town Hall Entrance renovation in Auburn NH.

PROJECT SUMMATION: The Town plans to Remove the existing Stairs and covered landing due to rot and safety concerns and replace them with stairs that are compliant with current codes and a landing, in similar configuration to the existing. Additionally, the landing and stairs are to be sheltered from weather by a farmers-style porch roof. The Porch is to be in a neo-federalist style to match the grandeur of the existing town hall structure.

OUR SERVICES INCLUDE THE FOLLOWING:

Alternative Designs will provide the following Design Services for the proposed project in phases:

PHASE 1: DESIGN

- ADI will measure the existing building and prepare as-built existing plans and elevations for the front entry area (exterior only).
- ADI will Review building code & any necessary research relative to the proposed use(s).
- ADI will then Develop a schematic floor plan and elevational design concept
- ADI will prepare a color rendering (24" x 18") of the proposed new building front, showing the new covered steps and porch for use by the town in getting town input and approving the design.

PHASE 2: DESIGN ALTERATIONS

- ADI will alter the design at the direction of the Board of Aldermen

PHASE 3: CONSTRUCTION DRAWINGS

- ADI will prepare construction documents for use by the town in bidding and acquiring construction permits. Documents will be Contractor grade Design Build documents; no written specifications other than code review (as applicable) will be provided. Drawings will show sufficient detail for construction and will specify all structural materials. Drawings will include sizes of trim and sufficient detailing for comparative bidding.
- 1 set of full sized prints of the final design deliverable to the owner.

WORK NOT INCLUDED:

- Additional prints not referenced above.
- Structural/Civil/Mechanical/Electrical/Plumbing/sprinkler/Acoustical/Sound or other Engineering
- Attendance at City meetings
- Construction Administration

BASIC SERVICE FEE/ SCHEDULE:

- PHASE 1: DESIGN: \$ 750.00
 - PHASE 1: COLOR RENDERING (24X18) \$ 500.00
 - PHASE 2: DESIGN ALTERATIONS: (Per-Diem at \$75 per hour)
 - PHASE 3: CONSTRUCTION DRAWINGS (With Architect's stamp) \$ 1,500.00
 - {Note: If the town does not require an architect's stamp on the drawings, Deduct \$750 from Phase 3}
-
- One (1) 24" x 18" color rendering of elevations and plan is included; an electronic version will also be emailed to the town for use in any way.
 - One (1) set of blueprints are included in phase 3. Additional sets are \$2.00 per sheet (24" x 18")
 - A retainer of **\$ 500.00** is requested upon signature of this agreement and will be posted to the final invoice.
 - Services not included in the above proposal will be considered "Extra Services". Extra Services will be billed at the hourly rate of \$75 an hour.

SIGNATURE:

This proposal is a firm offer and is good for 30 days and effective for 6 months after signing of contract. The signature below is duly authorized to bind Alternative Designs, Inc to this contract. If this Scope of Services and Fee Proposal meet with your approval, please sign below and return one copy to the office of Alternative Designs. This signed agreement will constitute a contract and will act as notice to proceed. Final payment is due at completion of project.

Respectfully,
Alternative Designs, Inc

Sept 23, 2016

Cynthia Nye Owner/Designer

Date

APPROVED FOR **Town of Auburn**

Date

PRINT NAME & Position

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
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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 22, 2016

Re: BOS Meeting Schedule for October & November

As we are at the time of year the Board needs to work on budgets for 2017, we should take a look at scheduling for the Board meeting in October and November.

With the Board's current schedule, the next October meeting date would be October 10th, which is Columbus Day.

What we would suggest is for the Board to consider holding meetings on the following dates in October and November to enable Adele Frisella to schedule the various departments and board budgets presentations, and for us to be able to get the Budget Committee active by late October:

- October 10th – No Meeting
- October 17th
- October 24th
- October 31st
- November 7th
- November 14th

We believe we would then be in good shape to return the Board to its every other week meeting schedule, while also avoiding any meeting during the week of Thanksgiving.

If this schedule is acceptable to the Board, we can plan and schedule accordingly.

Thank you for your consideration.