

**Town of Auburn
Board of Selectmen
October 17, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for Week of October 3rd, 2016
Approval of Accounts Payable for Week of October 10th, 2016
Approval of Payroll for Week of October 17th, 2016
Consent Agenda – as of October 17th, 2016

() Appointments with the Board

Presentation of Eddows Field Potential Development – David Nye & Dan Tatem

Maintenance of Hooksett Road Investigation – Dan Tatem

Travel of Heavy Trucks on Hooksett Road – Anita Nickulas

() FY 2017 Budget Presentations

- Parks and Recreation
- Animal Control Officer
- Health & Social Service Agencies
- Intergovernmental Welfare

() New Business

FY 2015 Audit
Bond Reduction – Wethersfield Phase III
Unfair Labor Practice Complaint – Public Employee Labor Relations Board

() Old Business

Sale of Former Fire Station
LGC Return of Surplus Update

() Other Business

() Minutes

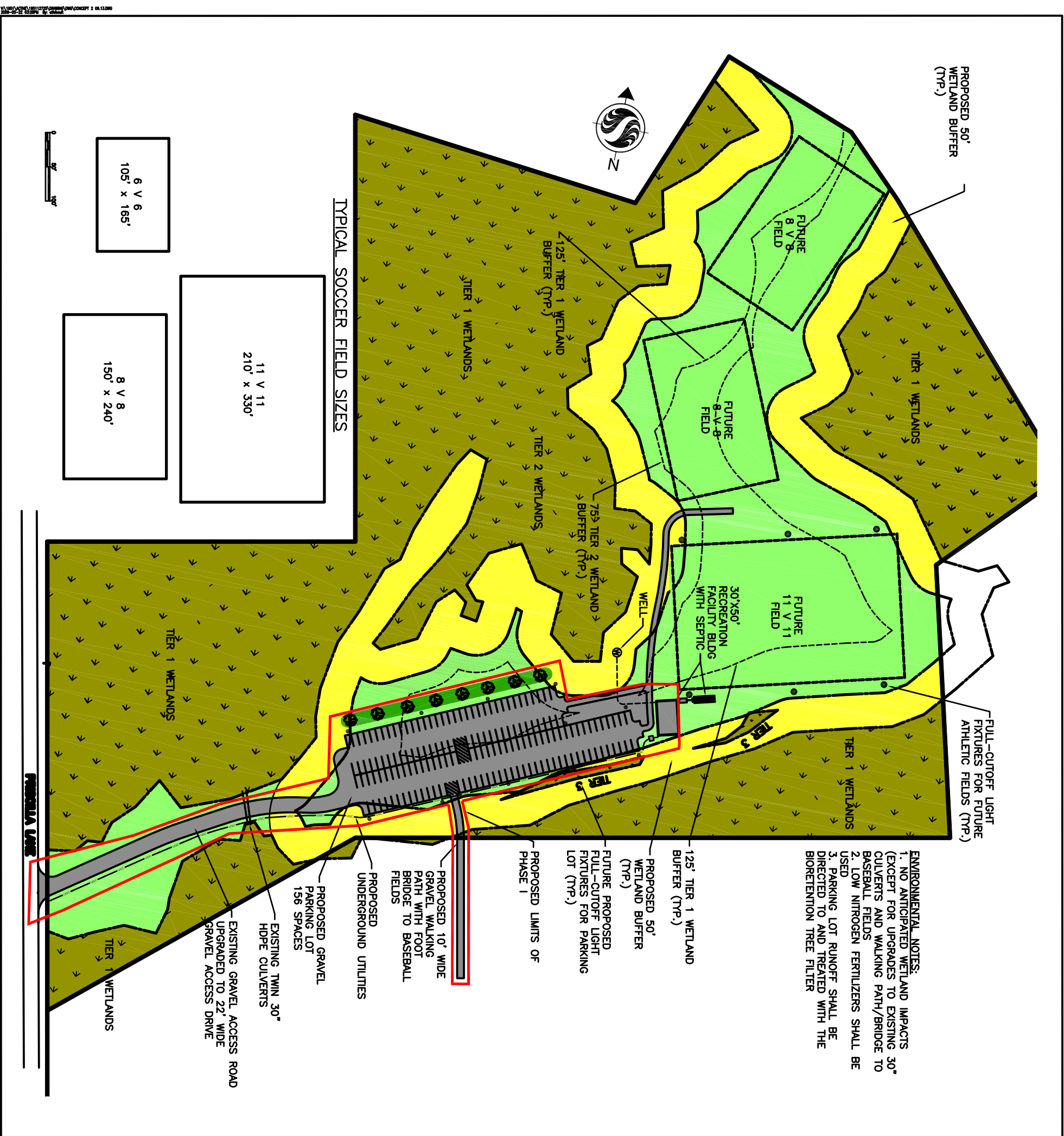
- September 26th, 2016 Public Meeting

() Non-Public Session

Pursuant to the provisions of RSA 91-A: 3, II (e) - Consideration of pending claims or litigation

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."

PRISCILLA LANE ATHLETIC FIELDS - CONCEPTUAL LAYOUT



Stantec Consulting Services Inc.
5 Portsmouth Drive, Suite 101
Auburn, NH U.S.A.
03032
Tel. 603.669.8672
Fax. 603.669.7636
www.stantec.com

Starbuck

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Consultants

Legend

Notes

[illegible]

Client/Project
AUBURN, NEW HAMPSHIRE
RECREATION DEPARTMENT
CONCEPTUAL DESIGN
PRISCILLA LANE ATHLETIC FIELDS
Auburn, New Hampshire

Title

Project No.	Scale	Date
195112725	1" = 50'	5-24-13
Drawing No.	Sheet	Revision
C-101	1 of 1	0

ENGINEERS OPINION OF PROBABLE CONSTRUCTION COST

		STANTEC PROJECT # 195112725
		SHEET #
PROJECT:	530' x 10' Wide Path Between Parking Lot and Ball Fields and 3 Paved Handicapped Spaces	MADE BY: JDT
SUBJECT:	Conceptual Level Opinion of Cost	CHKD BY: RL
DATE:	9/14/2016	REV BY:
		CHKD BY:

ITEM NUMBER	ITEM DESCRIPTION	UNIT	TOTAL QUANTIT Y	UNIT PRICE	TOTAL
201.1	CLEARING AND GRUBBING	A	0.20	10,500.00	2,100.00
203.1	COMMON EXCAVATION	CY	300.00	12.00	3,600.00
203.2	ROCK EXCAVATION	CY	10.00	100.00	1,000.00
203.6	EMBANKMENT-IN-PLACE (EXISTING ON-SITE FILL)	CY	300.00	5.00	1,500.00
214.	FINE GRADING	SY	600.00	1.50	900.00
304.3	12" CRUSHED GRAVEL	CY	215.00	27.50	5,912.50
403.11	3" HOT BITUMINOUS PAVEMENT, MACHINE METHOD	TON	95.00	110.00	10,450.00
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	4.00	130.00	520.00
585.3	STONE FILL CLASS C	CY	10.00	80.00	800.00
603.82215	15" P.E. PIPE, INCL. SPECIFIED EXCAV.	LF	25.00	45.00	1,125.00
603.82230	36" P.E. PIPE, INCL. SPECIFIED EXCAV.	LF	30.00	70.00	2,100.00
607.20	WOOD SPLIT RAIL FENCE AT CULVERT CROSSING	LF	200.00	15.00	3,000.00
571.20	15" PRECAST CONCRETE HEADWALS	EA	2.00	1,500.00	3,000.00
571.30	36" PRECAST CONCRETE HEADWALS	EA	2.00	3,500.00	7,000.00
632.0104	4" WHITE PAVEMENT MARKINGS	LS	1.00	500.00	500.00
641.	LOAM	CY	45.00	30.00	1,350.00
645.2	MATting FOR EROSION CONTROL	SY	200.00	5.00	1,000.00
645.531	SILT FENCE	LF	950.00	4.00	3,800.00
646.31	TURF ESTABLISHMENT WITH MULCH	SY	425.00	2.50	1,062.50
692.0	MOBILIZATION	U	1.00	5,000.00	5,000.00
				SUB-TOTAL \$	55,720
				8% Construction Engineering	\$ 4,458
				TOTAL	\$ 60,178



October 13, 2016
File: 195110946

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

Dear Mr. Herman,

**Reference: Auburn, NH
Hooksett Rd Ownership & Responsibility for Maintenance Investigation
Summary of Findings**

In accordance with your request, we hired S&H Land Services (S&H) to perform research to evaluate the available documentation in order to provide an opinion of the Hooksett Road ownership and responsibility for maintenance. Based on this, the research by S&H has attempted to provide an assessment of the following:

1. Who owns the right-of-way for Hooksett Road, between the 4-corners and the Hooksett Town line.
2. Which portions of this roadway have been historically maintained by the Town of Auburn and which sections by NHDOT and is there definitive documentation.
3. Is NHDOT of the Town responsible for the maintenance of the drainage infrastructure servicing the Exit 2 overpass and on/off ramps.

Attached is the S&H letter, with supporting documentation.

Please call with any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink, appearing to read "J. Daniel Tatem", with a stylized flourish at the end.

J. Daniel Tatem
Project Manager
Stantec Consulting, Inc.
dan.tatem@stantec.com
Ph: (603) 669-8672 Ext. 7539
Fx: (603) 669-7636
Cell: (603) 218-9739

c. Auburn BOS
Mike Dross, Town Road Agent
Rene LaBranche, Stantec



1717 Wellington Road, Manchester, NH 03104
Phone: (603) 628-8500, Fax: (603) 546-7791

October 5, 2016

Dan Tatem
Stantec Consulting Services, Inc.
5 Dartmouth Drive
Suite 101
Auburn, NH 03032-3984

RE: Hooksett Road – Right of Way & Maintenance Research
Auburn, NH

Dear Dan,

I am writing this letter as a brief summary of my research into the above referenced matter. Starting in July, I began the process of researching three sections of Hooksett Road in Auburn, to determine the ownership and any written evidence of maintenance agreements for either the Town of Auburn or the NHDOT.

The three sections of Road begin at the Auburn four corners, at the intersection of Route 121 and Hooksett Road, and follows Hooksett Road north westerly for approximately 2.6 miles.

In regard to the issue of ownership, we did not recover any one document at the Registry of Deeds or the State Archives that had a definitive layout. A layout being a formal document that describes the location and width of a new Right of Way and the subsequent vote by the governing body to accept the new Right of Way for public servitude. We did uncover at the Auburn Historical Society from Chase's "History of Chester", a reference that the Road was laid out as part of the 1726 Highway from Chester to Rumford. There are also other references to the highway in the book and it appears on some historical maps. We also uncovered a reference for a portion of the highway being described as having a width of 66' in the NHDOT Right of Way source records.

It goes without saying that the portion of the road that our office is researching, was laid out and accepted at some point, and has been continuously used as a public Right of Way to this date. So, with regard to ownership, as is the case with similar roadways throughout NH, the subsequent owners of the land over which the highway was laid out, own the land under the road. However, once a road is dedicated and accepted by a municipality, be it local, State or Federal, it becomes the responsibility of that municipality to maintain the Right of Way for the use by the general public. According to the documents we found, this is the case here, so it would be the responsibility of the

State to maintain the portions of the Highway it controls, and the Town would maintain the portions of the Highway it controls.

The second part of my research was to go through the available, written records that would indicate which entity is responsible for maintaining the different portions of Hooksett Road, the Town of Auburn or NHDOT. I reviewed the records that were presented to me at the NHDOT District 5 office and the NHDOT Right of Way Department in Concord, as well as the Town of Auburn Selectmen meeting minutes.

I did not recover any items that documented when each entity began maintaining different portions of Hooksett Road. That being said, all of the documents that I did go through indicated to me that the NHDOT has historically maintained two sections of Hooksett Road in Auburn. The first section extending from the Route 121 intersection to the railroad bridge that crosses under Hooksett Road, north of Depot Road. The second section, that the NHDOT has maintained, extends from Rockingham Road to approximately house #563 on Hooksett Road, where the NHDOT Urban Compact sign is posted. I recovered no documents that would indicate to me that the NHDOT has ever maintained the middle section of Hooksett Road from the railroad bridge to Rockingham Road.

The best evidence that I recovered to support this, was a memo in the NHDOT file that indicates that in 1973, a NH House Bill was going to be proposed to switch the middle section that the Town maintained with the northerly section that the NHDOT maintained. This would have given the Town control of Hooksett Road from the Hooksett Town line to Rockingham Road, and the NHDOT would have had control of the road from the then new Exit Two off ramp to the intersection of Route 121. There is a letter from the Town of Auburn Selectmen's office, from that time, stating that the Town did not want the legislature to move forward and that the Town wanted to keep control of that middle section of Hooksett Road. The NH House Bill was killed before it could be voted on.

In regards specifically to the Exit Two overpass, access ramps and drainage structures in that area, the construction plans (State Project #F018-2(15) sheet #21), indicate that the proposed drainage structures within the Hooksett Road were proposed for the new exit. Stantec has reviewed these plans and has concluded that the structures proposed on that plan were clearly constructed for the purpose of managing the drainage for the Exit 2 infrastructure.

Furthermore, the Commissioners' Return of Highway Layout (a document that describes lands that are taken by the State for the construction of a new Right of Way or the altering of an existing Right of Way, so that damages may be assessed to the current property owners) for the area encompassing the Route 101 Exit Two construction and the relocated portion of Hooksett Road under Exit Two, states the following - "In laying out this portion of the lands, rights and easements described above, the Commission includes herewith the right to extend and maintain any slopes and embankments that may extend beyond the limits of said layout, the right to construct and maintain drainage in accordance with the plan referred to above, and any damage which may be occasioned by the extension of slopes and embankments or drainage, is included in the amounts which we award or have already paid to the landowners as set forth hereinafter." Because the State specifically included language in the Commissioner's Return, giving the NHDOT the right to maintain the drainage infrastructure and slopes proposed with this project, it appears that the NHDOT realized that they would be responsible for the future maintenance of this drainage system. In addition, the fact that the State took the land where Hooksett Road was relocated to underneath the Exit Two overpass Exit

Two in fee as part of Exit Two and the ramps construction project seems to further support that NHDOT would have the responsibility of maintaining those structures.

I also interviewed the Town Road Agent, Michael Dross, and asked him to summarize his observations and understanding relative to past maintenance of Hooksett Road by the Town and the NHDOT. A copy of his letter is attached. His experience has been that the Town of Auburn has performed the winter maintenance on the entire length of Hooksett Road and the NHDOT has historically performed summer maintenance on Hooksett Road and its infrastructure between the 4 corners and the old rail road bridge and between Old Candia Road and 536 Hooksett Road (where the NHDOT Urban Compact sign is posted).

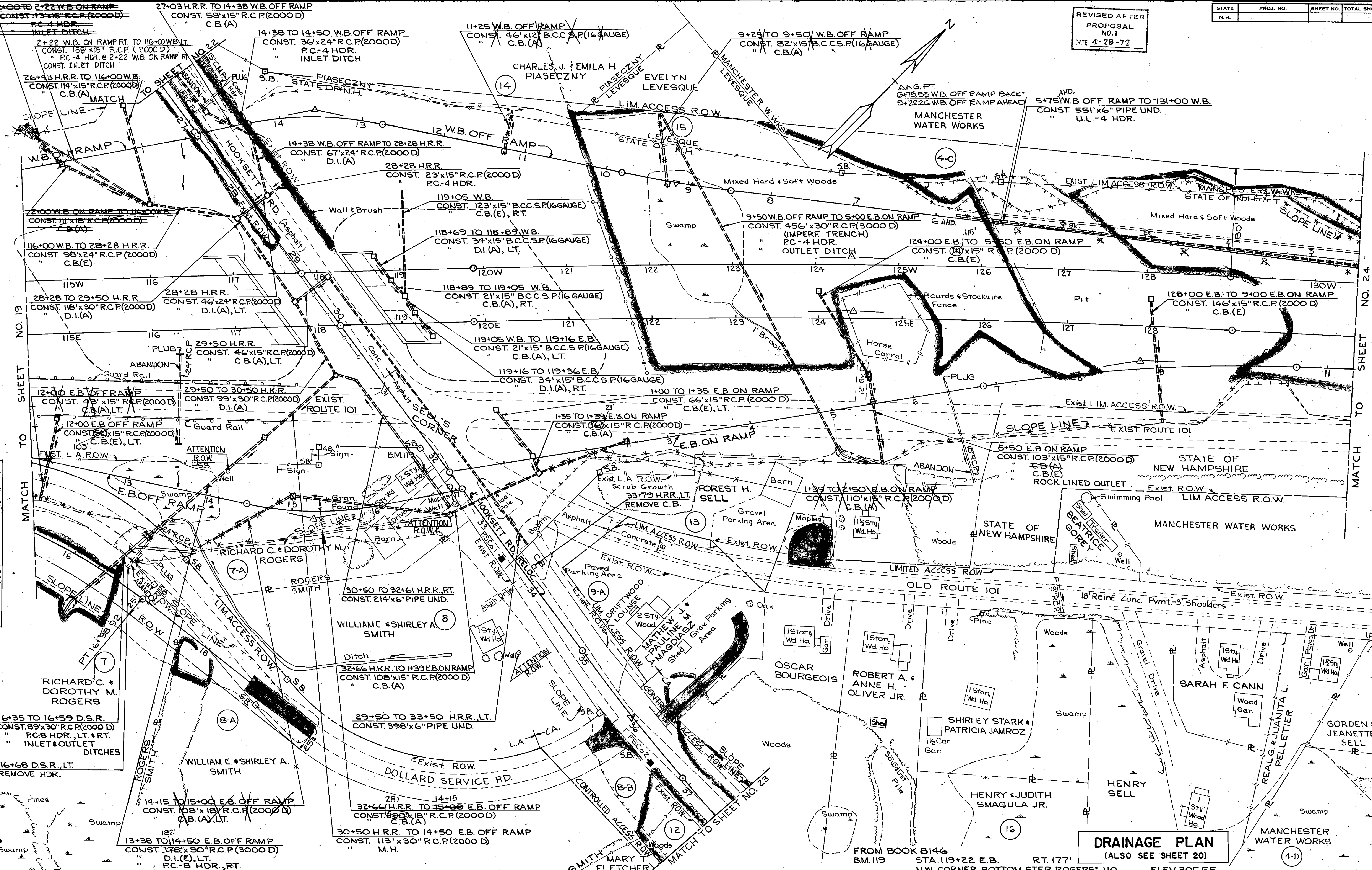
Furthermore, I reviewed the driveway permit for the Auburn Tavern, which was recently issued by NHDOT. The fact that the NHDOT is requiring, reviewing, and approving driveway permits for this section of roadway conflicts with the NHDOT's position that this section of Hooksett Road is under Town control.

In conclusion, based on the information provided by the Town of Auburn Road Agent, the review of the construction plans for the 1973 Route 101 Exit Two project and the Commissioners' Return of Highway Layout the area under the Exit Two overpass and the on and off ramps, in relation to the maintenance of the drainage infrastructure, although there is no definitive documentation that prescribes that either the Town or the NHDOT is responsible for the maintenance, it is my opinion that the NHDOT has the responsibility for the maintenance, repairs, and replacement of the infrastructure.



Tom Huot, LLS - owner

STATE	PROJ. NO.	SHEET NO.	TOTAL SH
N.H.			



DRAINAGE PLAN
(ALSO SEE SHEET 20)

FROM BOOK 8146
BM.119 STA.119+22 E.B. RT.177'
N.W. CORNER, BOTTOM STEP, ROGERS' HO. ELEV. 305.55

COMMISSIONERS' RETURN

OF

HIGHWAY LAYOUT

AUBURN F-018-2(15) - P-1268

1971

The Governor and Council after a public hearing conducted at the Auburn Village School on December 17, 1970, in accordance with Chapter 236, RSA, approved the Report of the Special Committee on a Limited Access Highway hearing in the Town of Auburn, dated December 30, 1970, and in accordance with the provisions of the law referred to above, on December 30, 1970, appointed:

A. Kenneth Hambleton, Goffstown
Emery L. Thibodeau, Tilton
Richard C. Latham, Concord

a commission to lay out and assess property damages incident to the laying out of Route 101 in the Town of Auburn.

And we, the undersigned, being duly sworn, and having proceeded with the duties to which we were appointed, in accordance with the location do hereby describe the lands, rights and easements acquired by purchase or as laid out hereby which are necessary for the construction of said highway in the Town of Auburn.

Beginning at a point in the Southerly Limited Access Right-of-Way Line as shown on a Plan of Auburn F-018-2(12) - P-3375-A, 1960 Project, said point also being Southerly of and directly opposite Station 81 + 00, East Bound Construction Center Line of Route 101; thence turning and running Northeasterly to a point that is one hundred twenty (120') feet Southerly of Station 82 + 50 E as shown on a Plan of Auburn-Candia F-012-2(7) - P-3385-C, Part "B" 1962 Project; thence running Northeasterly to a point that is one hundred (100') feet Southerly of and directly opposite Station 86 + 08.82 E; thence running Northeasterly to a point that is one hundred (100') feet Southeasterly of and

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directly opposite Station 92 + 57.71 E; thence continuing Northeasterly and parallel with the East Bound Construction Center Line to a point directly opposite Station 98 + 50 E; thence running Northeasterly to a point in the existing Limited Access Right-of-Way Line of the Auburn-Candia 1962 Project, Part "B" said point also being Southerly of and directly opposite Station 99 + 25 E; thence running Northeasterly with said existing Limited Access Right-of-Way Line to a point in the Division Line of land of Richard and Dorothy Rogers, said point being Southerly of and nearly opposite Station 114 + 10 E, said point also being the Northerly Right-of-Way Line of Dollard Service Road as now travelled; thence turning Southeasterly, Easterly and Southeasterly with said Dollard Service Road Side Line to a point that is one hundred eleven (111') feet Southerly of and nearly opposite Station 35 + 56, Relocated Hooksett Road Center Line; thence Southeasterly to a point that is seventy-five (75') feet Southerly of and directly opposite Station 40 + 51.34, Relocated Hooksett Road Construction Center Line; thence continuing Southeasterly to a point that is seventy-five (75') feet Southerly of and directly opposite Station 43 + 23.42, Hooksett Road Construction Center Line; thence running Southeasterly to a point that is fifty (50') feet Southerly of and directly opposite Station 45 + 00, Hooksett Road Traverse Line; thence turning and running Northeasterly to a point that is fifty (50') feet Northerly of and directly opposite the last-named Station; thence turning and running Northwesterly and parallel with said Hooksett Road Traverse Line to a point that is directly opposite Station 44 + 52.73, Hooksett Road Traverse Line; thence Northwesterly to a point that is sixty (60') feet Westerly of and directly opposite Station 0 + 82, Connector Road "C"; thence turning and running Southwesterly to a point that is fifty (50') feet Northerly of and

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directly opposite Station 42 + 35, Relocated Hooksett Road Construction Center Line; thence turning and running Westerly to a point in the Northerly Side Line of Hooksett Road as now travelled, said point being directly opposite Station 39 + 83; thence running Westerly with said Hooksett Road existing Side Line to a point that is directly opposite Station 35 + 70; thence turning and running Northerly to a point that is forty (40') feet Northerly of and directly opposite the last-named Station; thence turning and running Northwesterly to a point that is forty (40') feet Northerly of and directly opposite Station 34 + 00; thence turning and running Northerly to a point in the Northerly Side Line of Old Route 101 as now travelled, said point being Southeasterly of and directly opposite Station 121 + 66 E; thence turning and running Northeasterly with said Old Route 101 Northerly Side Line to a point that is Southeasterly of and directly opposite Station 122 + 68 E; thence turning and running Southeasterly to a point in the Southerly Side Line of Old Route 101, said point being Southeasterly of and directly opposite Station 123 + 35 E; thence turning and running Northwesterly to a point that is two hundred thirty-five (235') feet Southeasterly of and directly opposite Station 123 + 71 E; thence turning and running Northeasterly to a point that is two hundred forty-one (241') feet Southeasterly of and directly opposite Station 124 + 21 E; thence turning and running Southeasterly to a point in the Northerly Side Line of Old Route 101, said point being Southeasterly of and directly opposite Station 124 + 18 E; thence turning and running Northeasterly with Old Route 101 Side Line to a point in the Division Line of land now or formerly of Beatrice Gorey and land of the State of New Hampshire; thence turning and running Northwesterly with said Division Line to a point in the Southerly existing Right-of-Way Line of Route 101 as laid out by Commissioners' Return of Auburn F-018-2(3) - P-2955

Atty
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R. C. L.

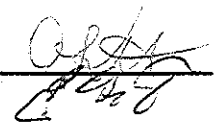
filed February 27, 1957; thence running Northeasterly with said existing Right-of-Way Line to a point that is approximately two hundred two (202') feet Southerly of and directly opposite Station 139 + 14 E; as shown on said Plan of Auburn F-018-2(15) - P-1268; thence running Northeasterly to a point in the existing Limited Access Right-of-Way of 1962 Layout, said point being one hundred (100') feet Southerly of and nearly opposite Station 143 + 87 E; thence running Northeasterly with said existing Limited Access Right-of-Way Line to a point in the Division Line of land now or formerly of David L. and Pearl E. Bohman, said point being Southerly of and nearly opposite Station 146 + 00 E, said point also being in the thread of the stream of Maple Falls Brook, so-called; thence turning and running Northeasterly to a point that is one hundred (100') feet Southerly of and directly opposite Station 146 + 24 E; thence running Northerly to a point in the Northerly existing Limited Access Right-of-Way Line as shown in Part "A" of the Auburn-Candia 1962 Project, said point also being one hundred (100') feet Northwesterly of and directly opposite Station 148 + 65, West bound Center Line; thence turning and running Northwesterly to a point that is three hundred five (305') feet Northerly of and directly opposite Station 149 + 25, West Bound Construction Center Line; thence turning and running Southwesterly to a point that is three hundred (300') feet Northwesterly of and directly opposite Station 148 + 35, West Bound Center Line; thence turning and running Southerly to a point that is two hundred forty-two (242') feet Northwesterly of and directly opposite Station 148 + 10, West Bound Center Line; thence running Southwesterly to a point that is two hundred forty-three (243') feet Northwesterly of and directly opposite Station 146 + 50, West Bound Center Line; thence turning and running Southeasterly to a point that is one hundred twelve (112') feet Northwesterly of and directly

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opposite the last-named Station; thence turning and running Southwesterly to a point that is one hundred thirty (130') feet Northwesterly of and directly opposite Station 143 + 52.93 West Bound - Ahead; thence turning and running Southwesterly and parallel with the West Bound Center Line to a point that is directly opposite Station 136 + 00 W; thence continuing Southwesterly to a point that is one hundred thirty (130') feet Northwesterly of and directly opposite Station 128 + 98.79 W-Ahead; thence continuing Southwesterly to a point that is two hundred forty-three (243') feet Northwesterly of and directly opposite Station 117 + 45.00 W, said point also being in the existing Limited Access Right-of-Way as shown on Auburn-Candia, 1962 Project, Part "B"; thence turning and running Southwesterly with said existing Limited Access Right-of-Way to a point that is in the Northerly Side Line of Hooksett Road, as now travelled, said point being directly opposite Station 26 + 04, Hooksett Road Construction Center Line; thence turning and running Westerly with said Hooksett Road Northerly Side Line to a point that is directly opposite Station 24 + 02, Hooksett Road Construction Center Line; thence turning and running Southwesterly to a point in the Southerly Side Line of Hooksett Road as now travelled, said point being in the Division Line of land of Mathew J. and Pauline M. Magdiaz and land of Francis J. and Eleanor Dollard; thence turning and running Southerly with said Division Line to a point in the existing Limited Access Right-of-Way as shown on Part "B" of the 1962 Project, said point also being Northwesterly of and directly opposite Station 112 + 60, West Bound Construction Center Line; thence turning and running Southwesterly with said existing Limited Access Right-of-Way to a point that is Northwesterly of and directly opposite Station 110 + 94 W; thence running Southwesterly to a point that is one hundred seventy (170')


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feet Northwesterly of and directly opposite Station 101 + 00 W; thence turning and running Southwesterly to a point that is in the existing Limited Access Right-of-Way as shown on the Auburn-Candia 1962 Project, Part "B", said point also being Northwesterly of and directly opposite Station 92 + 80 W; thence turning and running Southwesterly with said existing Limited Access Right-of-Way to a point in the Division Line of land of Manchester Water Works and Frank and Shirley Stark, said point being Northerly of and nearly opposite Station 84 + 00 W; thence turning and running Southerly to the point of beginning.

TAKING ALSO WITH THE ABOVE LANDS all rights of access, light, air and view over, from and to the same from the remainder of abutting lands at the line of the taking with the following exceptions:

MARY T. FLETCHER: One (1) point of access fifty (50') feet in width at the right-of-way line on the south side of Hooksett Road.

HENRY SMAGULA: One (1) point of access fifty (50') feet in width at the right-of-way line on the north side of Hooksett Road.

CHARLES J. PIASECZNY: One (1) point of access fifty (50") feet in width at the right-of-way line centered on Station 24 + 75 on the north side of Hooksett Road.

MATHEW J. MAGDIASZ: One (1) point of access fifty (50') feet in width at the right-of-way line on the north side of Hooksett Road.

AND ALSO TAKING for the construction of Connecting Road "A" and Connecting Road "C", the following described parcel:

Beginning at a point in the first-described Limited Access taking, said point being sixty (60') feet Westerly of and directly opposite Station 0 + 82, Connecting Road "C" Construction Center Line; thence running Northerly and parallel with said "C" Construction Center Line to a point that is directly opposite Station 9 + 78 "C"; thence turning and running Northwesterly to a point in the Southerly Side Line of Old Route 101 as now travelled, said point being Northwesterly

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C. F.
R. C. F.

of and directly opposite Station 9 + 73 "C"; thence turning and running Northeasterly with said Old Route 101 Southerly Side Line to a point that is in the existing Controlled Access Right-of-Way as shown on Part "A" of the 1962 Auburn-Candia Project, said point also being Southeasterly of and directly opposite Station 18 + 24, Connecting Road "C"; thence turning and running Southwesterly to a point that is fifty (50') feet Southeasterly of and directly opposite Station 14 + 00 "C"; thence turning and running Southwesterly to a point that is one hundred (100') feet Southeasterly of and directly opposite Station 9 + 82.48 "C"; thence continuing Southwesterly to a point in the first-described Limited Access taking, said point being fifty (50') feet Northerly of and directly opposite Station 44 + 50.73, Hooksett Road Traverse Line; thence turning and running Northwesterly with first-described taking to the point of beginning.

AND ALSO TAKING for the construction of a cul-de-sac, the following described parcel:

Beginning at a point in the Northerly Side Line of Old Route 101 as now travelled, said point being Southerly of and directly opposite Station 124 + 18 E; thence running Southwesterly with said Old Route 101 Northerly Side Line to a point on a line that connects a point that is in the Southerly Side Line of Old Route 101 as now travelled, said point also being Southerly of and directly opposite Station 123 + 35 E, and a point that is two hundred thirty-five (235') feet Southerly of and directly opposite Station 123 + 71 E; thence running Northwesterly to the last-named Station; thence running Northeasterly and Southeasterly with the first-described Limited Access Line to the point of beginning.

AND ALSO TAKING for the reconstruction of Dollard Service Road, the following described parcel:

C. G. F.
R. C. F.

Beginning at a point twenty-five (25') feet Southerly of and directly opposite Station 12 + 49.90, Dollard Service Road Construction Center Line; thence curving in an Easterly and Southeasterly direction and parallel with Dollard Road Construction Center Line to a point that is Southerly of and directly opposite Station 16 + 98.92, Dollard Road Center Line; thence continuing Southeasterly on Dollard Service Road Construction Center Line to a point that is Southerly of and directly opposite Station 19 + 59.97, said point also being in the existing Side Line of Dollard Service Road as now travelled; thence curving Northwesterly and Westerly with said Dollard Service Road existing Southerly Side Line to the point of beginning.

AND TAKING for the reconstruction of Hooksett Road the following described parcel:

Beginning at a point in the Northerly Side Line of Hooksett Road as now travelled, said point being nearly opposite Station 23 + 26, Hooksett Road Construction Center Line, said point also being in the Division Line of land of Charles J. and Emilia M. Piaseczny; thence running Westerly with said Hooksett Road Northerly Side Line to a point that is Northerly of and directly opposite Station 21 + 58, Hooksett Road Construction Center Line; thence continuing Westerly to a point that is forty-five (45') feet Northerly of and directly opposite Station 18 + 96.32, Hooksett Road Construction Center Line; thence continuing Westerly to a point in the Northerly Side Line of Hooksett Road as now travelled, said point being directly opposite Station 15 + 89, Hooksett Road Traverse Line; thence turning and running Southeasterly and crossing Hooksett Road to a point that is in the Southerly Side Line of Hooksett Road as now travelled, said point being Southerly of and directly opposite Station 17 + 91.32; thence running Easterly with

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said Hooksett Road Southerly Side Line to a point in the Southerly Side Line of Old Candia Road (Old Route 101), said point being Southerly of and directly opposite Station 21 + 99, Hooksett Road Construction Center Line; thence continuing Easterly to a point in the first-described Limited Access taking, said point being Southerly of and directly opposite Station 23 + 67, Hooksett Road Construction Center Line, said point also being in the Division Line of lands of Francis and Eleanor Dollard and Mathew and Pauline Magdiaz; thence turning and running Northwesterly with said Division Line to the Southerly Side Line of Hooksett Road as now travelled; thence running Northerly to the point of beginning.

AND ALSO TAKING for the construction of Connecting Road "B", the following described parcel:

Beginning at a point in the Southerly Side Line of Hooksett Road as now travelled, said point being Southerly of and directly opposite Station 17 + 91.32, Hooksett Road Construction Center Line; thence running Southwesterly to a point in the Northerly Side Line of Old Candia Road (Old Route 101) as now travelled, said point being Northerly of and directly opposite Station 116 + 30 "B"; thence running Northeasterly with said Old Candia Road Northerly Side Line to a point in the intersection of Old Candia Road and Hooksett Road as now travelled; thence curving Northerly with said intersection to a point in the Southerly Side Line of Hooksett Road as now travelled; thence running Westerly with the Southerly Side Line of Hooksett Road to the point of beginning.

In laying out this portion of the lands, rights and easements described above, the Commission includes herewith the right to extend and maintain any slopes and embankments that may extend beyond the limits of said layout, the right to construct and maintain drainage in accordance with the plan referred to above, and any damage which may be occasioned by the extension of slopes and embankments or drainage, is included in the amounts which we award or have already paid to the landowners as set forth hereinafter.

Asst
E. G. N.
R. C. L.

And for land taken, and for other easements necessary for the above construction, and in accordance with the before-mentioned plan, we award damages to owners of land as listed below:

Richard C. ROGERS and
Dorothy M. ROGERS and
Suncook Bank \$ 22,600.00

William E. SMITH and
Shirley A. SMITH and
Suncook Bank \$ 14,000.00

Forest H. SELL and
First National Bank
of Derry \$ 13,000.00

Given under our hands this 29th day of October,
A.D., 1971.

Richard C. Latham
Barry H. Latham
Richard C. Latham

COMMISSIONERS

Prepared by: RCL
Checked by: NDMP



TOWN OF AUBURN

July 27, 2016

To Whom It May Concern:

I am currently serving as the Road Agent for the Town of Auburn. I have held this position since March 2006. I have lived in Auburn for the past 50 years, and prior to serving as Road Agent, I have worked for previous Auburn Road Agents John Rolfe and Joseph Stacy.

For all of the time I have been working on the roads of Auburn, some sections of Hooksett Road have always been handled under a shared maintenance agreement between the Town of Auburn and the State of New Hampshire. Whether a formal written agreement exists, I do not know. But this has been my understanding of the practice for 40 or more years.

The Town has performed winter maintenance on all of Hooksett Road, while the NH Department of Transportation (NHDOT) has handled summer maintenance. The NHDOT has maintained from the intersection in the village (Chester Road, Raymond Road, Manchester Road and Hooksett Road) west to the old railroad bed, and then from the intersection of Old Candia Road and Hooksett Road west to approximately Walt Jamroz's old house (563 Hooksett Road). This has included under the overpass for Route 101, which was completed in the early '70s.

During this time, the NHDOT have always patched and/or resurfaced the road; stripped the road; mowed the roadside; placed and maintained all traffic signs; pumped the catch basins, and whatever else needed to be done.

I believe the State acquired the Rogers house and moved the Smith's house in order to make improvements to Route 101 in the area of Exit 2. This would give the State ownership of some of the property in this immediate area, and presumably, they secured drainage easements for other affected properties.

I do not understand the State's position all of a sudden that the Town has to maintain under the overpass of Route 101. Maybe it's because of the fact the drainage in that section of roadway needs extensive work. I feel this would put a huge financial burden on the taxpayers of Auburn when over all these years the State has maintained it.

Respectfully,
TOWN OF AUBURN

Michael Dross
Road Agent



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

District 5 Office, 16 East Point Drive, Bedford, NH 03110 603-666-3336

rec: 7-18-16



William Cass, P.E.
Assistant Commissioner

DRIVEWAY PERMIT

To: Alan Villeneuve
Auburn Tavern
346 Hooksett Road
Auburn, NH 03032

City/Town: Auburn
Route/Road: Hooksett Rd (N023005)
Patrol Section: 509
Tax Map: 31
Lot: 11
Development: Auburn Tavern

Permit #: 05-023-0034
District: 05
Permit Date 7/5/2016

Permission is hereby granted to construct (alter) a driveway, entrance, exit or approach adjoining Hooksett Rd (N0230050), pursuant to the location and specifications as described below. Failure to adhere to the standards and engineering drawings previously approved shall render this instrument null and void. Failure to start or complete construction of said facility within one calendar year of the date of this permit shall require application for permit extension or renewal in accordance with the Driveway Access Rules. Facilities constructed in violation of the permit specifications or the rules, shall be corrected immediately upon notification by a Department representative. Any cost by the State to correct deficiencies shall be fully borne by the landowner. The landowner shall defend, indemnify and hold harmless the Department and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.

Drive 1

Location: Approximately 0.14 miles west of Old Candia Rd. on the north side of Hooksett Rd (N0230050).
SLD Station: 8655 (right) GPS: 43.023198 N 71.363921 W.

Specifications: This permit authorizes a paved access to be used as a Commercial drive. Any change in use, increase in use or reconstruction of the driveway requires reapplication.

The right-of-way line is located 40 feet from and parallel to the centerline of the highway.
The entrance shall be graded so that the surface of the drive drops 3 inches at a point 6 feet from Hooksett Rd (N0230050) edge of pavement to create a drainage swale.

The driveway shall not exceed 28 feet in width. The entrance of the drive may be flared; typically the flare radius is one half the driveway width.

The existing drive shall be reconstructed opposite Dollard Drive.

Other Conditions:

No structures, including buildings, permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over or under the Highway Right of Way.

No parking, catering or servicing shall be conducted within the Highway Right of Way.

The applicant shall comply with all applicable ordinances and regulations of the municipality or other State Agencies.

The Department has relied on the title and subdivision information provided by the landowner. The Department has not performed additional title research and makes no warranty or representation concerning landowner's legal right to access. In the event of a dispute about the landowner's legal right to the access provided herein, the landowner will defend and indemnify the Department.

No additional surface drainage will enter upon the highway.

This permit to act relates solely to the use of the State right-of-way, and is not determinative of any rights of flowage between private land owners.

A copy of this permit shall be present at the site during construction of the drive(s).

All work is to be done by the applicant at no cost to the State of New Hampshire.

This permit does not include or approve the location or installation of underground utilities.

Drive(s) shall approach the highway at or about 90 degrees.

During construction within the highway right-of-way, traffic shall be maintained in accordance with MUTCD standards and as directed by the District Engineer.

Copies: District, Town, Patrolman

Approved _____



Assistant District Engineer
For Director of Administration

Parks & Recreation

		<u>2016</u>	<u>2017</u>	<u>Percentage</u>	<u>2017 Approved</u>
		<u>Budget</u>	<u>Budget</u>	<u>Difference</u>	<u>Budget</u>
1	Recreation Senior Trips	\$ 12,500	\$ 10,800	-14 %	
2	Recreation Family Events	\$ 14,500	\$ 13,600	-6 %	
3	Recreation Basketball Program	\$ 600	\$ 800	+34 %	
4	Recreation Ski Program	\$ 2,800	\$ 2,800	0 %	
5	Recreation Community Service Award	\$ 400	\$ 250	-38 %	
6	Recreation Soccer Program	\$ 600	\$ 800	+34 %	
7	Recreation Senior Dinners	\$ 1,500	\$ 1,500	0 %	
8	Recreation Mileage Reimbursement	\$ 750	\$ 800	+1 %	
9	Recreation Playground & Parks	\$ 2,000	\$ 2,000	0 %	
10	Recreation Electricity	\$ 2,400	\$ 2,500	+4 %	
11	Recreation General Maintenance	\$ 21,500	\$ 7,900	-37 %	
12	Recreation Ice Rink	\$ 1,000	\$ 3,000	+300 %	
13	Recreation Trash Removal	\$ 600	\$ 300	-50 %	
14	Recreation Chemical Toilets	\$ 5,400	\$ 5,400	0 %	
15	Recreation Phone & Office Supplies	\$ 500	\$ 800	+38 %	
		\$ 67,050	\$ 53,250	(-\$13,800)	20.6 %
	Recreation Improvements (BOS)	\$	\$ 15,500		

2017 PROPOSED PARKS & RECREATION
TOWN OF AUBURN

General Fund	1 As of December 2013	2 As of December 2014	3 As of December 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
Parks & Recreation									
1 01-4520-0-001-1 Recreation Senior Trips	7,693.98	4,198.45	10,586.71	12,500.00	6,966.34	12,500.00			0.00
2 01-4520-0-001-2 Recreation Family Events	7,793.93	11,523.03	12,376.64	14,500.00	14,045.35	13.60	106,518%		0.00
Narrative for Column # 6 Summerfest, \$9,000; Two Concerts, \$2,000; Coffee house, \$800; Winter Carnival \$1,800.									
3 01-4520-0-001-3 Recreation Basketball Program	816.78	0.00	0.00	600.00	0.00	800.00	-25%		0.00
Narrative for Column # 6 New nets, stripe counts									
4 01-4520-0-001-4 Recreation Ski Program	2,485.50	2,461.40	2,601.50	2,800.00	2,655.92	2,800.00			0.00
5 01-4520-0-001-6 Recreation Community Service Award	438.20	144.00	0.00	400.00	400.00	400.00			0.00
6 01-4520-0-001-7 Recreation Soccer Program	413.91	2,123.19	1,531.70	600.00	1,010.00	800.00	-25%		0.00
Narrative for Column # 6 Pallet of Paint \$600; Two nets \$200.									
7 01-4520-0-001-8 Recreation Senior Dinners	822.11	866.81	985.95	1,500.00	1,159.28	2,300.00	-35%		0.00
Narrative for Column # 6 Holiday dinner, \$1,500; Senior BBQ, \$800.									
8 01-4520-1-420-1 Recreation-Secretary-Salary	9,627.32	10,329.68	10,876.09	10,912.00	9,779.28	0.00	-100%		
9 01-4520-1-420-2 Recreation-Maintenance-Worker	13,782.22	15,438.25	17,652.16	18,862.00	21,126.79	0.00	-100%		
10 01-4520-2-250-1 Recreational Mileage Reimbursement	483.50	527.20	365.17	750.00	863.40	800.00	-6%		0.00
11 01-4520-3-360-1 Recreation Playground & Parks	5,169.36	13,152.53	926.27	2,000.00	858.00	2,000.00			0.00
Narrative for Column # 6 Bug spray, hardware, nuts and bolts.									
12 01-4520-5-520-1 Recreation Electricity	1,431.60	1,875.40	2,360.74	2,400.00	1,806.95	2,500.00	-4%		0.00
Narrative for Column # 6 Additional lights for new parking lot.									
13 01-4520-5-550-0 Recreation General Maintenance	1,360.28	2,382.60	9,127.02	21,500.00	16,304.74	21,300.00	1%		0.00
Narrative for Column # 6 Kid Cushion/Eddows, \$1,000; Kid Cushion/Apple Tree, 800; Brick Walkway Repair/Circle of Fun, \$800; Underground Electric/Bicentennial, \$2,000; Kiosks (Circle of Fun/Ice Rink/Apple/Safety Complex Field), \$2,000; remove overhanging trees/Circle of Fun/Apple Tree, \$5,900; Gravel Parking Lots/Circle of Fun/Apple Tree/Eddows/Ice Rink/Safety Complex Field, \$5,500; Edging and loaming/Circle of Fun, \$1,800									
14 01-4520-5-550-4 Recreation Ice Rink	22,469.27	4,238.19	150.00	1,000.00	0.00	3,000.00	-67%		0.00
Narrative for Column # 6 Problem with retaining water. Sealing or repairing, \$1,500; Sealing basketball court, \$1,500.									
15 01-4520-5-560-1 Recreation Trash Removal	0.00	0.00	0.00	600.00	0.00	600.00			0.00
Narrative for Column # 6 Dumpster/Eddows Field and various replacement trash cans.									
16 01-4520-5-560-2 Recreation Chemical Toilets	5,284.67	4,533.65	5,188.58	5,400.00	4,632.30	5,400.00			0.00

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				
17 01-4520-6-670-0	0.00	0.00	455.19	500.00	656.51	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
Parks & Recreation Total	94,141.62	80,686.42	113,957.97	96,764.00	76,258.86	56,013.60	73%	0.00	0.00
Grand Total:	94,141.62	80,686.42	113,957.97	96,764.00	76,258.86	56,013.60	73%	0.00	0.00
	7083208	5195817	8522412	6705000	5135879				

2017 PROPOSED ANIMAL CONTROL OFFICER
TOWN OF AUBURN

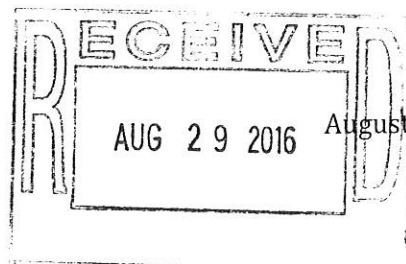
	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of September				
Animal & Pest Control									
1 01-4414-2-250-1	843.85	825.01	925.81	750.00	426.60	600.00	25%		
2 01-4414-3-370-1	0.00	0.00	0.00	200.00	0.00	200.00			
3 01-4414-3-390-1	303.00	0.00	161.50	300.00	0.00	300.00			
4 01-4414-3-390-2	218.42	450.00	390.00	400.00	220.00	300.00	33%		
5 01-4414-3-395-1	515.83	353.33	242.68	500.00	353.07	550.00	-9%		
6 01-4414-6-645-1	200.00	250.00	200.00	250.00	250.00	250.00			
7 01-4414-6-645-2	0.00	40.00	0.00	40.00	0.00	40.00			
8 01-4414-6-660-1	376.45	417.99	588.70	600.00	443.70	750.00	-20%		
Grand Total:	2,457.55	2,336.33	2,508.69	3,040.00	1,693.37	2,990.00	2%	0.00	0.00

2017 PROPOSED HEALTH AGENCIES & HOSPITALS
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				
Health Agencies & Hospitals									
1 01-4415-3-370-1	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00			
2 01-4415-3-370-2	0.00	0.00	0.00	0.00	0.00	0.00	-100%	0.00	0.00
3 01-4415-3-370-3	500.00	0.00	0.00	0.00	0.00	0.00	-100%	0.00	0.00
4 01-4415-3-370-4	500.00	1,000.00	1,000.00	1,000.00	1,000.00	500.00	100%		
5 01-4415-3-370-5	0.00	500.00	0.00	500.00	500.00	1,000.00	-50%	0.00	0.00
6 01-4415-3-370-6	500.00	0.00	500.00	500.00	500.00	500.00		0.00	0.00
7 01-4415-3-370-7	0.00	500.00	0.00	0.00	0.00	0.00			
8 01-4415-3-390-1	1,093.00	1,114.00	1,114.00	1,114.00	1,114.00	1,300.00	-14%	0.00	0.00
Health Agencies & Hospitals Total	5,093.00	5,614.00	5,114.00	5,614.00	5,614.00	6,800.00	-17%	0.00	0.00
Grand Total:	5,093.00	5,614.00	5,114.00	5,614.00	5,614.00	6,800.00	-17%	0.00	0.00



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



Dear Board of Selectmen,

On behalf of Court Appointed Special Advocates (CASA) of New Hampshire, I am writing to respectfully request inclusion in the Town of Auburn's 2017 budget. CASA of New Hampshire is a statewide, nonprofit organization that recruits, screens and trains volunteers to advocate for victimized children in New Hampshire courts.

When an abused or neglected child is thrust into the confusion of the court or foster care system, our trained Volunteer Advocates are there to offer stability and support to a child in need. CASA Volunteer Advocates present their recommendations directly to the judge, thereby ensuring that the child's best interest is being considered at every step of the case. *We are the only nonprofit organization in the state to carry out this important work.*

Currently, our Volunteer Advocates speak on behalf of 80% of our state's abused children who come to the attention of New Hampshire's family courts through no fault of their own. As the heroin epidemic continues to shake communities across the state, we have faced a significant increase in the number of children in need of advocates. Your support is vital to ensuring that the children who have been affected by their parents' and caregivers' addiction have the chance to grow up in a safe, loving home.

These children come from towns and cities across the state, including the Town of Auburn. Our volunteers also live and serve in these communities. The chart below shows the children and advocates in your area.

FY 2016 BY THE NUMBERS	In Rockingham County alone:		Statewide:
	176*	Children served	1,198
	82	Volunteers	465
	57947	Miles traveled	473,479
	6070	Hours of volunteer time	67,813
	Value of volunteer advocacy provided		Over \$4M

* This number includes children who use your towns' schools and resources and live with foster parents or extended family members in your community. (July 1, 2015-June 30, 2016).

(Due to the confidential nature of our work, numbers for your town cannot be released.)

CASA of NH continually strives to serve 100% of NH's children in need of compassionate advocates. We believe it is critical that a competent and caring adult stand up for each and every abused child. By ensuring them a safe, permanent home, we give these children the chance to become healthy productive adults. We respectfully request your consideration for funding of **\$500.00** in your 2017 budget. With your support, CASA can continue to make a difference in the lives of abused children.

Respectfully,

Marcia R. Sink
President and CEO

01-4415-3-370-2



American Red Cross

New Hampshire and
Vermont Region

Town of Auburn
Kathleen Silva, Town Clerk
P.O. Box 309
Auburn, NH 03032



Dear Kathleen,

The mission of the American Red Cross is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. We are a non-profit organization dedicated to helping local communities prepare for, respond to and recover from local disasters, most commonly home fires.

We also provide several other services which include supplying blood and blood products in the United States, emergency communication services for Military Service Members and their families, training courses for emergency preparedness, as well as certification courses for Licensed Nurse Assistants, babysitting, and First Aid/CPR. These services, amongst the other services and campaigns outlined below, help thousands of residents each year, and would not be possible without the generosity of donors and hundreds of local volunteers working together 365 days a year, 24 hours a day.

We provide all of our services **free** with **no** support from federal or state governments. In order to be able to provide these services, the American Red Cross reaches out to partners in the community like the **Town of Auburn** for funding. It is for this reason that the American Red Cross of New Hampshire and Vermont respectfully requests a donation of **\$500.00** for the upcoming fiscal year.

This past year, the American Red Cross of New Hampshire and Vermont provided the following services throughout the region:

- Red Cross disaster volunteers responded to **256** local disasters, helping over **1,218** people.
- We installed **1,827** smoke detectors in homes through our Home Fire Campaign.
- **303** Nurse Assistants and **28** Phlebotomists graduated from our trainings.
- We held **5,039** blood drives and collected **95,196** units of blood.
- We connected **628** military members with their families and loved ones with the help of our Service to the Armed Forces department.
- We currently have over **1,300** volunteers throughout the two states that help to make these services happen.

As you know, a disaster or emergency can strike at any time without warning, and the American Red Cross is committed to being in the **Auburn** community to help your residents in times of need. Your donation will go a long way in ensuring that your citizens receive the support they need when confronted by a disaster or emergency.

On behalf of the volunteers and staff throughout the two states, thank you for your consideration of this request to support the humanitarian work that we do. While we hope that no disasters hit your area, rest assured that the American Red Cross will be there to help if they do.

Sincerely,

Shannon B. Meaney

Shannon Meaney
Development Specialist of New Hampshire

New Hampshire Headquarters • 2 Maitland Street, Concord, NH 03301 • 1-800-464-6692(p)
Vermont Headquarters • 29 Mansfield Ave, Burlington, VT 05401 • 1-800-660-9130(p)
www.redcross.org/nhvt

01-4415-3-370-3



American Red Cross
New Hampshire and
Vermont Region

Rockingham County Service Delivery: (July 1, 2015- June 30, 2016)

Disaster Response

This past Fiscal Year, the Red Cross responded to **20 disaster incidents** assisting **68 residents** of **Rockingham County**. Most of these instances were home fires where our volunteers and staff were present; offering food, clothing, lodging, emotional support and referrals to families in need both during the incident and for several days following. Some also resulted in the Red Cross conducting mass care to First Responders such as Police Officers and Fire Fighters. Mass Care includes providing food, hydration and warm drinks; allowing them to maximize their time on-site assisting residents.

Town/City	Disasters	Individuals
Chester	1	1
Derry	5	19
Hampton Beach	1	1
Londonderry	1	1
New Castle	3	10
Nottingham	2	5

Town/City	Disasters	Individuals
Plaistow	1	4
Portsmouth	1	12
Raymond	2	6
Salem	1	3
South Hampton	1	1
Stratham	1	5

Home Fire Campaign

Last year, Red Cross volunteers canvased the neighborhoods of **Rockingham County** to educate residents on fire safety and preparedness. During this time, we installed **192 free smoke alarms** in homes and helped families develop emergency evacuation plans based on their individual needs.

Service to the Armed Forces

We proudly assisted **112** of **Rockingham County's Service Members** and their families by providing emergency communications and other services, including counseling and financial assistance.

Blood Drives

During the last fiscal year, **Rockingham County** was the home to **637 American Red Cross blood drives**, collecting a total of **12,061 pints** of life saving blood.

Volunteer Services

Rockingham County is the home to **139 American Red Cross Volunteers**. These volunteers do everything from responding to disasters in the middle of the night, to teaching safety courses, to helping at our many blood drives. Being 90% Volunteer run, our volunteers are truly the heart of our organization.

Public Health and Safety Courses

Be assured that **Rockingham County** is a safer place to be because of the many health and safety courses offered by the American Red Cross each year. Last year, **Rockingham County** hosted **40 courses** where **233 residents** were taught a variety of important life saving skills such as First Aid, CPR, Babysitting Skills and Water Safety.

OUR FUNDAMENTAL PRINCIPLES:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality



American Red Cross

New Hampshire / Vermont Service Delivery

Overview

As a community-based, humanitarian organization, the American Red Cross provides relief to those affected by disasters and empowers individuals in our community to prevent, prepare for and respond to emergencies. By helping people in the New Hampshire / Vermont region learn how to take care of their families and neighbors, the Red Cross strengthens the community and readies it for all types of disasters, including home fires, storms, wildfires and health emergencies. More than 1,200 volunteers ensure the Red Cross fulfills its mission throughout New Hampshire and Vermont.

Services

Disaster Relief

When disaster strikes, American Red Cross workers are among the first on the scene, providing food, shelter, supplies and hope. Red Cross nurses administer health care and licensed mental health practitioners provide emotional support. Red Cross workers also provide referrals to aid in disaster recovery.

Home Fire Campaign

In an effort to decrease deaths due to fire by 25%, Red Cross and community partners offer free smoke alarms and installation for those without. Go to redcross.org/local/nhvt/in-home-smoke-alarm to schedule.

First Aid, CPR and Disaster Preparedness Education

As one of the region's largest educational providers, the American Red Cross trains residents in lifesaving skills through multi-language online, community and workplace courses.



Service to the Armed Forces

Through our global communication network, the American Red Cross provides emergency communications and other services, including counseling and financial assistance, to support military families.

International Services

As part of the world's largest humanitarian organization, the American Red Cross helps provide immediate relief and supports community recovery following international disasters. The Red Cross also educates the public about International Humanitarian Law.

Blood Services

The American Red Cross is the conduit through which some 4 million people give lifesaving blood, making the Red Cross the largest supplier of blood and blood products in the United States.



American Red Cross



American Red Cross - New Hampshire / Vermont - By The Numbers (FY2016)

Red Cross Volunteers

- Volunteers make up 90% of our workforce. Last year in NH/VT, volunteers worked 64,969 hours. That's a value of \$1,530,669.00!

Responding to Emergencies

- Every 17 hours, on average, we assisted a local family
- 1,218 people received disaster assistance

Increasing Health, Safety and Community Disaster Preparedness

- Every day, Approximately 90 people were trained in first aid, CPR, and water safety skills
- 32,724 people were trained for the year

Serving the Armed Forces and Military Families in Emergencies

- Every 14 hours, on average, a military family was helped via emergency communications
- 628 cases connecting military members & their families last year

Connecting Families Around the World

- 13 families in our Region who were separated from their families by war or conflict were reconnected

Blood Services Collections

- Collected 95,154 units of blood
- A total of 52,370 people donated.
- All 40 hospitals in NH and VT receive their blood supply from the Red Cross

Preparedness Programs

- Home Fire Campaign – Red Cross and Community Partners installed 1,829 smoke alarms
- Pillowcase Project – An in school preparedness program for kids grades 3-5 teaching them about disaster preparedness – 1,985 children participated

redcross.org/nhvt 1-800-464-6692

NH - American Red Cross, 2 Maitland St., Concord, NH 03301
VT - American Red Cross, 29 Mansfield Ave., Burlington, VT 05401



Manchester Office Statewide Headquarters
464 Chestnut Street, PO Box 448, Manchester, NH 03105
tel 603-518-4000 fax 603-668-6260
toll free 800-640-6486 www.cfsnh.org

September 27, 2016

RE: 2017 Request for Town Funding
Amount Requested: \$500

Mr. William Herman, Town Administrator
Mr. Russell Sullivan, Chairman
Board of Selectmen
Town of Auburn
47 Chester Road
Auburn, NH 03032

Dear Ms. Herman and Mr. Sullivan

It takes a range of charitable and public funding sources for Child and Family Services of New Hampshire (CFS) to serve the social service needs of New Hampshire citizens. We are extremely pleased that the town of Auburn has been supportive of our efforts to protect children, preserve families and strengthen communities with an annual grant.

We are pleased to submit a new request to the Town of Auburn in the amount of \$500 this year to enable us to continue providing low cost, affordable family counseling/ family strengthening services to residents who do not have insurance or whose insurance carries such a high deductible that accessing mental health and other supportive services CFS provides is cost prohibitive. Your support makes it possible to offer these families our clinical support on a sliding fee scale.

We are able to serve Auburn children and their families through our offices in Exeter, Concord, Manchester, and Dover as well as in home, schools and community settings. In fact, over 80% of the services we provide to clients take place in community or home settings and over 90% of our client base live in poverty. In the last reported year, we were able to leverage the town of Auburn's allocation to deliver a range of services valued at over \$2,000. Several funding sources require us to demonstrate local matching funds to qualify for their grants and local funding from Auburn helps us to attract a range of public funds and charitable donors to complete the total funding necessary to serve the community.

Below are our service statistics for the last reported calendar year, 2015. In the 12 months ending December, 2015 we served 3 Auburn citizens. Report shows the unit cost for each service (unit = 1 hour) and how much is needed to continue offering residents services such as these. The allocation by the Town of Auburn plays a significant role in ensuring that our services remain affordable, attainable and accessible to all community members, regardless of their income.

014415-3-370-4

Services Provided to Auburn Residents-FY 2015

Service	# Individuals Served	Total Time (Hours)	Value of Service/Unit \$	Total Value of Service \$
Family Counseling	3	22.25	100	2,225

Every year residents have a range of services available to them from CFS which cover pre-natal through adolescence, youth, adulthood, parenting and elder life issues. These services are designed to strengthen family life by meeting the psycho-social and emotional needs of clients. **Changing Lives**, a pamphlet that lists all the services available to residents is attached.

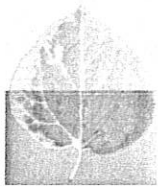
Both towns and non-profit organizations are being asked to do more with less each year. With the changes to annual benefits made by Medicaid and other insurances, more families turn to CFS because it is the one agency that continues to provide a sliding fee scale so that the services they receive are affordable. We are able to do this because of your support and respectfully ask for \$500 to help defray some of those uncompensated dollars. With the support of the Town of Auburn, we can continue to offer high quality and cost effective services to residents and attract other donors so that your citizens have access to all the programs and services available through CFS. By investing in our services, the community is saving dollars in its Human Services Budget.

CFS looks forward to participating in the 2017 budget process and we are happy to have someone from the staff attend a meeting of your committee to discuss our work in the community in more detail. Please contact me at 518-4205 for further information. CFS appreciates your consideration of our request and look forward to partnering with you in serving the needs of children and families in the coming year.

Sincerely,



Donna Rosenstock
 Director of Development



Home Health & Hospice Care

Administrative Office:

7 Executive Park Drive, Merrimack, NH 03054
Tel 603-882-2941 / Fax 603-423-9701

Community Hospice House:

210 Naticook Road, Merrimack, NH 03054

Your Partner in Life's Journey...

Town of Auburn
Board of Selectmen
c/o Kate LaFond
PO Box 309
Auburn, NH 03032

September 1, 2016

Dear Friends:

Home Health & Hospice Care's mission as a non-profit visiting nurse association and hospice is to care for patients in their homes, whatever their financial circumstances. We depend on the generosity of a caring community to help us do this critical work. In FY 2106, we made 516 visits to residents of Auburn. These included 304 RN visits, 69 visits by Licensed Nursing Assistants, 123 Therapy visits, 19 visits by a Medical Social Worker and 1 visit by our Physician. We cared for 28 of your residents in their homes.

Today as more patients and physicians recognize the great value, both in comfort and cost, in being cared for at home, collaborative relationships with cities and towns are critical to meeting this need. Our organization was founded in 1883 and has grown to serving 25 cities and towns in southern NH. We appeal to each one of them on a yearly basis to help us care for their residents- as some patients are uninsured and without resources.

We recognize the fiscal constraints of municipalities but also know that care in the home can allow the elderly the ability to stay independent and connected to their community. At the end of the day, a little assistance can make all the difference in the world! We want to assure you that any funds you are able to contribute to this mission will be used as "the dollar of last resort", only after insurance, federal and state funding options have been exhausted.

I would very much appreciate the opportunity to appear before your Board. Please let me know when that would be convenient for you. We are respectfully requesting the amount of \$1,000 to be considered in your next budget.

Thank you very much for your consideration of our proposal. Should you have any questions or need additional information, don't hesitate to contact me at 603 689-2936 or tina.andrade@hhhc.org

Sincerely,

Tina Andrade

Director of Development

01-445-3-370-5

www.hhhc.org • 1-800-887-5973

Nursing • Hospice • Community Hospice House • Rehabilitation Services • IV Therapy • Psychiatric Nursing • Telehealth • Maternal/Pediatric Services • Medical Social Work
Licensed Nursing Assistants • Homemakers • Companions • Private Duty Services • Bereavement Support Groups • Foot Care Clinics • Immunizations



LAMPREY HEALTH CARE

Where Excellence and Caring go Hand in Hand

August 31, 2016

Town of Auburn *
PO Box 409
Auburn *, NH 03032

Dear Selectmen/Selectwomen,

Lamprey Health Care thanks the Town of Auburn * for its continued support during these extremely challenging times. As you know, Lamprey Health Care is a nonprofit community health care organization with medical centers in Newmarket, Raymond and Nashua, New Hampshire. The organization serves the Southern & Seacoast Areas of New Hampshire, and provides primary care & preventive health services to individuals of all ages and incomes, regardless of their ability to pay. **In 2015, Lamprey Health Care served over 15,779 patients through over 59,232 office visits.**

Our mission is to provide the highest quality primary care and health related services with an emphasis on prevention and lifestyle management regardless of an individual's ability to pay. Focusing on the health of the patient as well as the community as a whole, Lamprey Health Care offers the following care and services to its patients:

- Primary care
- Prenatal & Obstetrical care
- Pediatric Care
- Reproductive Health Services
- Chronic disease management
- Health education & Outreach
- Social Services & Case management
- Free/reduced cost prescription drugs
- Interpretation Services

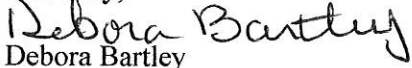
Our Senior Transportation Program provides seniors and other individuals access to essential services, such as medical appointments with primary care physicians and specialists, grocery stores, local pharmacies and other necessary errands. These services are available to all area physician offices and non-LHC patients so that our vulnerable populations have access to medical care.

In 2015, our senior transportation provided more than 8,000 rides to area seniors and disabled residents. Auburn residents utilize our transportation program for shopping trips, medical appointments and monthly recreational outings.

Despite budget cuts, Lamprey Health Care remains committed to its mission of serving the uninsured and medically underserved in the community. **With your support of \$500 for FY2018, we can continue to improve access and the health of our residents and communities as a whole by meeting the needs of our patients.**

Attached is more detailed information about our agency and the transportation program. Please call me at (603) 292-7275 if you have further questions and we'd like to thank you for this opportunity to serve your community.

Sincerely,


Debora Bartley

Director of Transportation Services
Lamprey Health Care
dbartley@lampreyhealth.org

01-4415-3-370-6

**2017 REQUEST FOR MUNICIPAL FUNDING
TOWN OF Auburn ***

AGENCY: LAMPREY HEALTH CARE
ADDRESS: 207 SOUTH MAIN STREET
NEWMARKET, NH 03857

Lamprey Health Care is a Private, non-Profit 501(c)(3) organization. Federal Tax ID #: 23-7305106

POLICY MAKING BODY: Board of Directors

CONTACT PERSON: Debora Bartley, Director of Community Services (603) 292-7275
e-mail: dbartley@lampreyhealth.org

BOARD OFFICERS

Audrey Ashton-Savage (President), 31 New Road, Newmarket, NH 03857
George D. Donovan, Jr. (Vice President), 7 Wingate Ct., Stratham, NH 03885
Janis Reams (Secretary), 24 Hayden Circle, Hampton, NH 03842-1169
Carol LaCross, Treasurer, 219 Raymond Road, Deerfield, NH 03037

MISSION: The mission of Lamprey Health Care is to provide high quality primary medical care and health related services, with an emphasis on prevention and lifestyle management, to all individuals regardless of ability to pay.

PROGRAM: Senior Transportation Program provides seniors 60 or older and adults with disabilities access to essential services, such as medical appointments, grocery stores, local pharmacies and other necessary errands. Our buses are handicap accessible and our drivers are trained Transportation Health Workers who receive Passenger Assistance Training. Access to essential services makes it possible for this population to remain self-sufficient and in their own homes. Our team consists of a Director of Transportation Services, 2 Transportation Health Workers, 20 volunteers, 2 handicap accessible buses, 1 accessible van and 1 car. Lamprey Senior Transportation Program provides seniors and adults with disabilities reliable transportation that offers door-to-door service, access to resources and a beneficial social network.

AMOUNT REQUESTED: \$500

FUNDING SOURCES: Lamprey Health Care funds for medical care come from many sources, including the U.S. Public Health Service Rural Health Initiative, and the NH Division of Public Health Services. Lamprey Senior Transportation receives funding from the Bureau of Elderly and Adult Services, New Hampshire Department of Transportation, 27 towns, and rider donations. A rider donation of \$5.00 is requested for the shopping trip and \$10.00 for the recreational outing. Over 80% of our riders contribute, no one is ever denied service for lack of a donation.

Lamprey Health Care is proactive about meeting community needs and is continually on the lookout for new grants and innovative funding opportunities.

In 2015, 1 Auburn * residents made 86 visits to Lamprey Health Care.

Lamprey Health Care provided rides to Auburn * senior citizens and adults with disabilities.

Lamprey Health Care is pleased to continue to provide services to residents of Auburn *.

Rockingham Nutrition & Meals on Wheels Program

106 North Road Brentwood, N.H. 03833

Tel (603) 679-2201 Fax (603) 679-2206

August 19, 2016

Selectmen
Town of Auburn
P.O. Box 309
Auburn, NH 3032

Dear Selectmen:

Thank you for your consideration of this request and for your past support. RNMOW requests the Town of Auburn support to help provide meals and safety services to the residents of Auburn who look to us for assistance.

SERVICE PROVIDED TO TOWN RESIDENTS

16 Auburn Residents (on average we are feeding 9 Auburn residents per day)

2,350 Nutritious Meals (a 22% increase in meals)

1,908 Safety Checks and 507 Support Services

RNMOW provides services all year round from the Marion Gerrish Center in Derry. We operate Monday – Friday, with provisions for weekends for clients with greater needs.

TOWN SUPPORT MEANS MEALS ON WHEELS FOR TOWN RESIDENTS

Total Cost to provide Auburn residents these meals \$18,213.00

Amount required for local match \$5,156.00

We are asking the Town of Auburn to contribute \$1,300.00
towards the cost of services to Auburn residents.

- Although RNMOW does receive Federal funding, it is a contract that requires us to match their funds by raising 30% of the cost of each meal from local sources. We must fundraise for every meal served, and in Auburn, that means we had to raise 30% of the cost for 2,079 meals. We only ask the Town to contribute a small portion towards the local match requirement. We make up most of the match through various means, including the donations made by the clients towards the cost of their meal.
- Town support helps prevent waiting lists. Town support also helps us to feed clients who need and qualify for the service, but we have exceeded the amount of units allowed under our contracts. In Auburn we served 271 meals over contract last year, for which we had to raise 100% of their cost.

RNMOW'S IMPACT AFFECTS A BROAD SPECTRUM

Individual Impact – *"I am very grateful to all the Meals on Wheels staff that make a warm, nutritious meal for me every day. Your care and thoughtfulness does not go unnoticed."*

In addition to the nutritious meal helping promote physical health, our staff with their everyday gestures and training also further promotes emotional and physical health, especially for those clients who are more isolated.

01-4415-3-390-1

Family Impact – “I would like to let the public know how understanding the Meals on Wheels people are. They just don’t cook and deliver meals; it’s the smile, and someone checking in on shut-ins. Like this past Friday, when they brought my Dad his lunch. My Dad had thought he was coming down with a cold, the MOW people didn’t agree, and called an ambulance. It was another heart attack. He’s doing just fine. Again, my personal thanks to all of you.”

In a world where families no longer have a stay at home member or may live great distances apart, we are able to help support them by feeding and checking in on their loved ones, with the reassurance that as any concerns arise we will bring it to their attention.

Community Impact – “As a former Budget Committee member for years, I wish I knew then what I do now! Meals on Wheels is such a worthwhile answer to helping people stay out of institutions.”

Meals on Wheels benefits go beyond the impact on the individual, we benefit the town too:

- Town welfare costs, as Meals on Wheels feeds residents in need.
- County taxes, as Meals on Wheels impacts nursing home placements.
- Demands on the local police force, fire department, and ambulance service as this at-risk elder population is fed and checked on through the daily Meals on Wheels service.
- Working Salem residents can have peace of mind, knowing their loved ones are being fed and checked on during the day.

One year of Meals on Wheels = **Ten days** of Nursing Home care = **One day** of Medical Care

MEALS ON WHEELS A WORTHWHILE INVESTMENT WITH A HISTORY OF SUCCESS

Meals on Wheels is a financially sound response to the greatly increasing number of elderly, some of whom require assistance to continue to remain at home. Our most recently tabulated survey with 827 respondents showed service going to high need clients:

- 49% of the clients over 80 years old,
- 83% alone or living with their spouse,
- 77% responding that this was their main meal of the day,
- 93% telling us that, Meals on Wheels benefited their health, and helped them to remain living independently.

RNMOW has been serving Auburn residents since 1980, providing a ready hot meal and safety services for those in need, on an ongoing basis: daily services Monday - Friday all year to its elderly residents. We strive to do our best to keep our requests reasonable, our costs under control, including an Administration cost which has been at 9% for many years, and of course to provide a quality service to the seniors of Auburn.

We appreciate what Town funding will allow us to do in the Auburn area - continuing meals for those at risk. Thank you for your consideration of this request and for your past support.

Sincerely,



Jaymie Chagnon, Assistant Director
JChagnon@RNMOW.org

2017 PROPOSED INTERGOVERNMENTAL WELFARE PAYMENTS

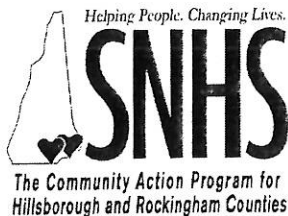
TOWN OF AUBURN

1	2	3	4	5	6	7	8	9
Expend	Budgeted	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
2013	2014	2015	2016	2016	Request	16/17	Approved	Approved
As of December	As of December	As of December	As of December	As of September	2017		2017	2017
4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00		0.00	0.00
4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	0%	0.00	0.00

Intergovernmental Welfare Pmts

1 01-4444-3-390-1 RCCAP

Grand Total:



SOUTHERN NEW HAMPSHIRE SERVICES

The Community Action Program for Hillsborough and Rockingham Counties

RCA – Portsmouth Outreach Office

4 Cutts Street, Portsmouth, NH 03801
Telephone: (603) 431-2911 Fax: (603) 430-4926
www.RCAAction.org

August 8, 2016

Executive Director

Gale F. Hennessy

Deputy Director

Fiscal Officer

Michael O'Shea

Chief Operating Officer

Deborah Gosselin

Administration:

40 Pine Street
PO Box 5040
Manchester, NH 03108
Tel: (603) 668-8010

Outreach Offices in Hillsborough County:

Manchester (03103)

160 Silver Street
Tel: (603) 647-4470

Nashua (03060)

134 Allds Street
Tel: (603) 889-3440

Greenville (03048)

Greenville Falls
56 Main Street
Tel: (603) 878-3364

Peterborough (03458)

46 Concord Street
Tel: (603) 924-2243

Hillsboro (03244)

63 West Main Street
Tel: (603) 464-5835

Outreach Offices in Rockingham County:

Derry (03038)

9 Crystal Avenue, Ste 1
Tel: (603) 965-3029

Portsmouth (03801)

4 Cutts Street
Tel: (603) 431-2911

Raymond (03077)

55 Prescott Road
Tel: (603) 895-2303

Salem (03079)

85 Stiles Road, Suite 103
Tel: (603) 893-9172

Seabrook (03874)

638 Lafayette Road
Tel: (603) 474-3507

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

re: Rockingham Community Action
2017 Funding Request

Dear Mr. Herman,

Southern New Hampshire Services (SNHS) operates in Rockingham County as Rockingham Community Action (RCA), a private, non-profit corporation serving low-income individuals and families residing in all 37 municipalities of Rockingham County, New Hampshire.

The mission of Rockingham Community Action is to prevent, reduce and work towards the elimination of poverty. This is accomplished by offering a variety of services to address people's immediate needs, providing the tools and skills to help achieve self-reliance and improve long term quality of life, and working in partnership with the community and other service providers to address the root causes of poverty.

Every year we receive funds from each Rockingham County municipality for the general operating expenses of RCA's five Community Outreach Centers. **Rockingham Community Action's request from the Town of Auburn for Town Fiscal Year 2017 is level funding of \$4,471.**

Auburn is served by RCA's Derry Outreach Center, whose Site Supervisor is Molly Van Rossum. Karen can be reached at (603)965-3029 ext. 105, and she or I can answer any specific questions you or your Welfare Administrator may have about RCA services.

Our Outreach Centers provide services ranging from meeting immediate crisis needs (often helping municipalities with Local Welfare requests) to providing the tools and resources that bring individuals and families one step further along in their pursuit of self-sufficiency by:

- 1) Identifying the full range of services available to clients
- 2) Creating financial assistance plans to address clients' needs
- 3) Advocating to ensure that assistance from other providers is accessed
- 4) Providing direct services

*Rockingham Community Action
Funding Request 2017*

In addition to serving as an important “port of entry” for RCA and other social services, RCA’s Outreach Centers provide a number of direct services to low-income households:

- 1) Fuel/Electric Assistance Programs: RCA staff screen and enroll households in federal LIHEAP (Low Income Heating & Energy Assistance Program, a/k/a “fuel assistance”) and state Electric Assistance programs.
- 2) Crisis Services: RCA staff provide emergency grants, often working in cooperation with municipal welfare, for households facing eviction, foreclosure, and/or utility terminations.
- 3) Emergency Food Pantries: RCA staff assist households who are critically low on food with donated and purchased perishable, non-perishable, meat, and dairy food items. We work cooperatively with other small community pantries to assure the widest availability of these resources. We also receive, from organizations and individuals, many cash donations which are used to fill in gaps as they arise in our food stocks or to purchase food “gift cards” for area grocery stores. We stock personal care and cleaning items and are starting to stock diapers and related supplies for children and adults.
- 4) Asset Development: RCA employs dedicated staff who are responsible for holding free tax preparation all year long geared at the Earned Income Tax Assistance (EITC) eligible taxpayer, providing the savings match Individual Development Account (IDA) program whereby the eligible participant receives \$8:\$1 match towards first time homeownership, post-secondary degree and/or small business start up costs. Staff also works at making referrals for eligible supports and in filling the void in financial stability programming when a need presents itself, i.e. working with town assistance offices to help fill out Property Tax Relief forms.
- 5) Homeless Housing Access Revolving Loan Fund: RCA staff screen and enroll homeless applicants in this program providing an interest free loan toward a security deposit and/or first month’s rent.
- 6) Homeless Outreach/Intervention Program: RCA staff assist homeless individuals and families with identifying shelter needs, arranging emergency transportation to shelters, and arranging alternative shelter.
- 7) Housing Security Guarantee Program: RCA staff screen and enroll low-income households in this program providing no-interest loan guarantees toward security deposits.
- 8) Personal Emergency Response Systems: RCA staff provide access to affordable emergency response systems for aged and/or disabled individuals in order to ensure their safety and maintain their independence and quality of life.

*Rockingham Community Action
Funding Request 2017*

In order to provide the wide range of services that we do, RCA depends upon a number of funding sources. Federal LIHEAP (Low Income Heating & Energy Assistance Program) and FEMA (Federal Emergency Management Agency) funds are used to provide annual fuel assistance grants and emergency assistance services. State Grant in Aid funds through the NH DHHS Office of Homeless and Housing are used for homeless services. RCA also solicits and receives grants from a variety of resources (among these the United Way, small foundations, and scores of unsolicited private donations) for programming not attached to Federal funding, such as asset building and food pantry programs. While providing significant direct assistance grants, the administrative allowances included in the Federal- and State-funded programs are insufficient to support the staff and facility costs necessary to administer the programs. The strength of RCA's presence in the local communities is that we address the wider needs that clients present when coming in to apply for these narrowly-defined, highly-regulated and means-tested Federal and State programs. RCA takes a generalist approach to addressing poverty issues in Rockingham County because nobody who comes to us for help has only one problem; no one is poor because of just one reason. The reality of this approach is, however, that few large funding sources pay for the face-to-face interactions and relationship-building it takes to fully and adequately address the multitude of problems being experienced by many of our clients. We count on funding from all municipalities in Rockingham County to support us in taking the time to investigate and address the root issues which have caused the presenting crisis.

Each year RCA generates a Program Statistical Report (PSR) which lists all the services we provide to County residents, also breaking out these numbers by municipality, and the total value of each service. Over time the ASR has been the most effective way to demonstrate to our funders and the public the range of service we provide. The PSR for the period October 1, 2014 through September 30, 2015 is attached with this funding request. We are always happy to provide more specific information about any program referenced on the PSR.

RCA is proud of our long-standing relationship with Rockingham County's municipal welfare administrators, and our positive impact on municipal general assistance budgets through the services and supports we provide. NH RSA165 requires each municipality in the State is to "relieve and maintain" any individual who is found to be "poor and unable to support himself (sic)". This is a very broad mandate, and often can lead to a long-term period of expense for New Hampshire municipalities as they provide for indigent residents' needs. One way municipalities can control these costs is by adopting clearly-defined Welfare Guidelines establishing limits on assistance through legally-enforceable requirements placed upon Welfare recipients. The availability of the supports and services offered by RCA helps municipalities maintain the integrity of their Guidelines and reduce general assistance costs as they partner with us in meeting the immediate financial needs of their indigent residents. Classic examples of these situations would be a household facing termination of electric service and owing several months of

*Rockingham Community Action
Funding Request 2017*

electric bills, or a household which has run dry of fuel oil but cannot get a delivery until past bills are paid. The availability of RCA program funds to combine with municipal funds can help the municipality's welfare administrator clear up back utility balances and guide the welfare recipient to a manageable budget in an effort to avoid further crisis for the recipient and cost to the municipality.

I thank you again for your ongoing support of our work, and I look forward to answering any questions you may have regarding this request. I will be happy to meet with you or any decision-making body regarding Rockingham Community Action and our programs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith E Bates', with a stylized flourish at the end.

Keith E Bates
Community Services Director
Rockingham Community Action
(603) 431-2911 ext 14
kbates@reaction.org

Rockingham Community Action Program Statistics 10/1/14 - 9/30/15	Auburn Households Served	Direct Grant or Value of Auburn Households' Benefit	All Rockingham County Households Served	Direct Grant or Value of Rockingham County Households' Benefit
Adult Basic Education	0		91	\$155,154
Asset Development & Financial	0		62	\$86,371
Child & Adult Care Food Program	0		18	\$93,789
Childcare Resource & Referral	4	\$83	699	\$14,427
Commodity Surplus Food Program	7	\$1,262	574	\$103,479
Electrical Assistance Program	54	\$25,863	5,361	\$1,857,107
Emergency Energy Programs	5	\$928	638	\$95,165
Emergency Food Pantries	1	\$82	1,875	\$154,432
Fuel Assistance	147	\$53,026	10,903	\$3,971,592
Head Start	0		126	\$1,017,479
Homelessness Prevention Programs	0		287	\$59,698
Literacy Programming	1		233	
Summer Food Service (<i>Meals Served</i>)	0		6,471	\$23,619
Weatherization/ Conservation Programs	1	\$6,139	134	\$723,102
WIC Nutrition Program	6	\$3,452	1,755	\$1,009,643
Workforce Development	9	\$27,900	247	\$765,700
TOTALS	235	\$118,735	29,474	\$10,130,757

Keith Bates
 Community Services Director
 Rockingham Community Action
 603-430-4925
 kbates@rcaction.org
 June, 2016

September 30, 2016

To the Board of Selectmen
Town of Auburn, New Hampshire

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire (the Town) for the year ended December 31, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 15, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Auburn, New Hampshire are described in Note 1 to the financial statements. As described in Note 1 to the basic financial statements, the Town adopted and implemented GASB Statement #68 – *Accounting and Financial Reporting for Pensions* during the year ended December 31, 2015. Accordingly, the cumulative effect of the accounting change as of the beginning of the year has been reported in the financial statements and is described in Note 14 to the basic financial statements. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, each major fund and the aggregate remaining fund information's financial statements were:

Management's estimate of the allowance for uncollectible taxes receivable is based on taxpayer bankruptcies, abatements subsequently issued, historical collection levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that they are reasonable in relation to the financial statements taken as a whole. Additionally, management's estimates of the useful lives of depreciable capital assets and the liability for landfill postclosure care costs are based on historical utilization of assets, necessary improvements and replacements, and future monitoring and maintenance costs provided by the Town's engineering firm, respectively. We evaluated the key factors and assumptions used to develop the depreciable useful lives of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Significant estimates also include actuarial assumptions used in determining pension costs which are based on plan audited financial statements. We evaluated the assumptions used in the plan audited financial statements to determine that they are reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

As discussed in Note 2 to the basic financial statements, the Town has not implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The provisions of GASB Statement 45 were required to be implemented by the Town during the year ended December 31, 2009.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 30, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, schedule of changes in the Town's proportionate share of the net pension liability, and the schedule of Town contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Selectmen and management of the Town of Auburn, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Vachon Clukay & Company PC

**REPORT ON INTERNAL CONTROL BASED ON
AN AUDIT OF BASIC FINANCIAL STATEMENTS**

To the Board of Selectmen
Town of Auburn, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire (the Town) as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Vachon Clukay & Company PC

Manchester, New Hampshire
September 30, 2016

September 30, 2016

To the Board of Selectmen
Town of Auburn, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire for the year ended December 31, 2015, we considered the Town's internal control structure to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. We previously reported on the Town's internal control structure in our report dated September 30, 2016. This letter does not affect that report or our report on the basic financial statements dated September 30, 2016.

We have already discussed these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of the matters, or to assist you in implementing the recommendations.

The purpose of this letter is to provide constructive and meaningful recommendations to you.

Sincerely,



Vachon Clukay & Company PC

PAYROLL: USE OF TIMECARDS

Observation

Audit procedures on the payroll transaction cycle indicated that time cards were not being filled out and reviewed properly. It was noted that an employee had an incorrect calculation of hours worked, which was not corrected during the review process, and was paid accordingly.

Implication

There is increased risk that an employee is overpaid or underpaid in comparison to the actual time worked.

Recommendation

We recommend that the employees are re-briefed on the controls over payroll processing. Employees should be required to review their own timecard for accuracy, and the department supervisor who is approving the timecard for payment should perform a careful review.

PAYROLL: DOCUMENTATION OF PAY RATES

Observation

Audit procedures on the payroll transaction cycle revealed that there are employees being paid a standard rate of pay; however this rate of pay is not formally documented in Town records. Fire department employees are paid a rate of pay of \$19.23 which is common practice but is not reported on any pay rate forms.

Implication

The controls over payroll disbursements are weakened. Without approved rate of pay forms used consistently in all positions, there is an increased risk that an employee is paid incorrectly but it cannot be proven because the rate is not supported by formal documentation.

Recommendation

We recommend that the Town records and updates rate of pay forms for all employees and positions, maintained in employee or department files.

VENDOR DISBURSEMENTS: SUPPORTING DOCUMENTATION

Observation

During the testing of internal controls over vendor disbursements our firm noted that an invoice was paid with minimal supporting documentation. It was noted that a reimbursement was paid to an employee, however neither a receipt nor an invoice existed to support the payment.

Implication

Without formal supporting documentation on all vendor payments there is increased risk that records submitted could be falsified and the Town makes a payment for an inappropriate item.

Recommendation

We recommend that formal, supporting documentation is obtained before checks are processed.

VENDOR DISBURSEMENTS: APPROVAL OF INVOICES

Observation

During the testing of internal controls over vendor disbursements our firm noted many instances where the supporting documentation of the payment was not approved by a department supervisor/level of management.

Implication

Without formal approval of invoices there is increased risk that improper expenditures are incurred by the Town which would go undetected without proper approval.

Recommendation

We recommend that invoices are reviewed and approved by the applicable department supervisor before being submitted to the finance office for payment.



October 13, 2016

PLANNING BOARD
TOWN OF AUBURN
TOWN OF AUBURN

Mr. James Headd, Chairman
Town of Auburn
Board of Selectmen
47 Chester Road
Auburn, NH 03032

Re: Map 2, Lot 3, Winchester Way (Espana Building & Development)
Wethersfield Subdivision

Dear Mr. Headd:

On October 5, 2016, the Planning Board voted to recommend The Board of Selectmen approve the reduction of \$22,655.00 from the current bond of \$68,712.50. This will leave the Stantec recommended balance of \$46,057.50 to cover the remainder of work to be completed. The Planning Board has determined that Espana Building & Development, has met all requirement thus far.

Thank you for your attention to this matter. Please feel free to contact me with any questions.

Sincerely,

Denise Royce, Land Use Administrator
Auburn Planning Board

Attachment



State of New Hampshire
PUBLIC EMPLOYEE LABOR RELATIONS BOARD

UNFAIR LABOR PRACTICE COMPLAINT

File complaint electronically at pelrb@nh.gov. Deliver or mail filing fee (\$60.00 as of 5/1/09) to the PELRB, 2 ½ Beacon Street, Suite 200, Concord, NH 03301. Tel: (603) 271-2587. PELRB website: www.nh.gov/pelrb.

AGENCY USE ONLY

CASE NO: G-0195-3

FILED: 10-12-16

1. **CHARGING PARTY:** Auburn Police Union, NEPBA Local 216

Representative: Peter Perroni Title: Lawyer

Address: Nolan Perroni, PC, 73 Princeton Street, Suite 306, North Chelmsford, MA 01863

E-Mail Address: peter@nolanperroni.com Telephone 978-454-3800

2. **RESPONDENT:** Town of Auburn

Representative: Bill Herman Title: Town Administrator

Address: Town of Auburn, Box 309, Auburn, NH 03032

E-Mail Address: _____ Telephone 603-483-2281

3. **PUBLIC EMPLOYER (if not named as charging party or respondent):**

Representative: _____ Title: _____

Address: _____

E-Mail Address: _____ Telephone _____

4. **DETAILS OF CHARGE(S):** In separately numbered paragraphs in the space below, or in an attachment if necessary, the Charging Party is required to specify in detail the specific provisions of RSA 273-A:5 allegedly violated, including a complete statement of facts supporting the alleged violations, such as names, dates, times, places, and other information required under Pub 201.02 (b).

DETAILS OF CHARGE(S): See attached.

5. **STATEMENT OF REMEDIES REQUESTED:** The Union requests that the Town cease and desist from such unlawful conduct; bargain with the Union; and, rescind all actions taken in consequence of its unlawful actions and make whole all employees prejudiced in any way by the conduct.

6. **COLLECTIVE BARGAINING AGREEMENT:** The charging party is required to file an electronic copy of the current and other applicable collective bargaining agreement or a statement that such agreement(s) are already on file with the PELRB. Pub 201.02 (d)(1) and (2).

7. **NOTICE TO RESPONDENT – ANSWER TO COMPLAINT**

The respondent shall file its answer within fifteen days of the date the complaint was filed at the PELRB. The respondent shall file its answer electronically at pelrb@nh.gov and in accordance with Pub 201.03 the respondent shall clearly and concisely answer the allegations in the complaint, paragraph by paragraph, and shall specifically deny or admit each allegation in the complaint and explain each allegation about which the respondent has knowledge. For additional information, see the PELRB web-site at www.nh.gov/pelrb.

8. **NOTICE TO THE PUBLIC EMPLOYER – POSTING OF COMPLAINT**

The public employer shall post and display copies of any complaint filed by it or against it or delivered to it at locations where such employees who might be directly affected by the board's disposition of the complaint work not later than the date on which it files its answer or on which it receives the answer of the charged party, or not later than 15 days after the receipt of the complaint if no answer to the complaint is to be filed. The public employer shall file with the PELRB a verification of posting on the PELRB's approved form, available at www.nh.gov/pelrb.

EXECUTION OF COMPLAINT:

Date: 10/5/16

Massachusetts
STATE OF NEW HAMPSHIRE)
COUNTY OF SUFFOLK)

Peter Perromi, first being duly sworn, does depose and say
that I am the complaining party and the allegations in this complaint are true to the best of my knowledge,
information and belief.

Peter J. Perromi
Complaining Party Signature

(Print or type name)

Subscribed and sworn to before me

this 5th day of October, 2016.

[Signature]
(Notary Public/Justice of the Peace)
My Commission Expires: 1/2/2020



MEGHAN COOPER
Notary Public
Commonwealth of Massachusetts
My Commission Expires
January 2, 2020

Certificate of Service

I hereby certify that a copy of this complaint was provided by electronic mail if available and by
regular mail or hand delivery this 11 day of October 2016 to:

Town of Auburn

Name(s) of respondent(s)

AND

Same

Name of public employer

Date: 10/10/16

[Signature]
Signature

Exhibit "A"

1. The Auburn Police Union, NEPBA Local 216 ("the Union") is the certified bargaining agent for the Police Officers and Sergeants employed by the Town of Auburn.
2. On or about April 9, 2016, the Union served the Town with a Demand to Bargain both the decision and impacts of the City's announced intention to engage an outside investigator, Municipal Resources, Inc. ("MRI") to conduct a review and internal investigation of the activities of certain police personnel.
3. The decision to engage a private, outside investigative agency and direct police personnel to cooperate in such investigation constituted a unilateral change with regard to a mandatory subject of bargaining.
4. On April 13, 2016, the Town of Auburn denied the Union's demand to bargain and thereafter moved forward with its stated of intention of engaging MRI to conduct the study.
5. The Town's decision to unilaterally act and refuse to bargain with the Union regarding a mandatory subject of bargaining violates NH RSA 273-A:5, I(e) and (g). The Union seeks all appropriate remedies available pursuant to NH RSA 273-A.

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: October 11, 2016

Re: Update on Return of Surplus Funds by LGC/HealthTrust

On April 29, 2016, we advised the Board a settlement had been reached between a coalition of 14 communities and the Health Trust for a return of accumulated surplus funds by the Local Government Center / Health Trust based on legal action brought by the Coalition in late 2013.

The settlement for the Town of Auburn determined the full potential amount of return was \$8,753.89 and the case would be settled for half of that amount, which would be \$4,376.95. Following legal fees, Auburn's net return would have been \$2,932.56.

On June 8, 2016, we received correspondence from the attorneys handling the matter that based on the Coalitions' successful legal process resulting in a NH Supreme Court decision that State Regulators had erred in not including the Coalition communities in the original return of surplus distribution by the former Local Government Center – State Regulators then decided to schedule hearings to determine all of the towns and other political subdivisions that had been in the same position as the Coalition towns, but had not taken legal action.

As a result, our settlement was suspended and hearings were to be held by the State Regulator to determine who beyond the coalition of 14 communities is due a refund.

On October 7, 2016, we were advised by the Coalition's attorney the Hearing Examiner has released his decisions in this case, and the order requires HealthTrust to pay the Town of Auburn \$4,614.06. Less attorney fees, the amount that should be received by the Town is \$3,077.58.

The attorneys anticipate the Health Trust will appeal the Hearing Examiner's decision to the New Hampshire Supreme Court, so it may be another six months or more until this process is completed.

Thank you for your consideration.

Attachment

DL&G DOUGLAS, LEONARD & GARVEY, P.C.
A T T O R N E Y S

Charles G. Douglas, III*
C. Kevin Leonard
Carolyn S. Garvey
Benjamin T. King**
Richard J. Lehmann
Jason R. L. Major
Theresa M. Spearing*
Sean R. List

14 SOUTH STREET, SUITE 5
CONCORD, NEW HAMPSHIRE 03301

Telephone: 603-224-1988
Facsimile: 603-229-1988
Email: mail@nhlawoffice.com
www.nhlawoffice.com

* also admitted in MA

** also admitted in ME

October 7, 2016

William G. Herman, Town Administrator
P.O. Box 309
Auburn, NH 03032

Re: Town of Salem, et.al v. LGC, et.al

Dear Administrator Herman:

This morning the Hearing Examiner released its latest decision in the Local Government Center case. By way of brief review, we previously had an agreement with HealthTrust that they would resolve our dispute with them by settling for less than the full amount we originally claimed your town was owed. That agreement was not executed because the Bureau of Securities Regulation adopted our position on behalf of towns who had not intervened. BSR argued that those should get a refund as well. As a result, we were forced to go to a full hearing.

The result of the hearing was that the position we have been advocated for months (and years) prevailed. The Order of the hearing examiner requires HealthTrust to pay your town \$4,614.06. Less our attorney fees, the amount you are owed is \$3,077.58. We are currently looking into ways to recoup these legal fees on your behalf.

We expect that HealthTrust will appeal the ruling, so it could be another six months or more until that process is completed. Ultimate payment of the amount awarded remains conditional on our success in the New Hampshire Supreme Court.

We will keep you posted as developments warrant.

Very truly yours,



Richard J. Lehmann

RJL:jg