

**Town of Auburn
Board of Selectmen
November 21, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable for Week of November 21st, 2016
Consent Agenda – as of November 21st, 2016

() Appointments with the Board

Greg Colby, Vachon Clukay & Co. – FY 2015 Audit Presentation

() FY 2017 Budget Presentations

- Assessing
- Government Buildings
- General Government
- Insurance
- Other Public Safety – Town Details
- Road Reconstruction

() New Business

Repair of Foundation of Griffin Free Public Library
Surety Reduction – Mountain Road Extension
Surety Reduction – Daniel Equipment

() Old Business

() Other Business

() Minutes

- November 14th, 2016 Public Meeting

() Non-Public Session

Pursuant to the provisions of RSA 91-A: 3, II (c) – Reputation of someone other than a member of the Board.

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."

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.

2017 PROPOSED FINANCIAL ADMINISTRATION

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 December	As of November				
General Fund									
Financial Administration									
1 01-4150-3-330-2 Annual Assessing Update	27,641.25	26,799.96	26,977.21	27,000.00	21,287.51	27,000.00			
Financial Administration Total	27,641.25	26,799.96	26,977.21	27,000.00	21,287.51	27,000.00	0%	0.00	0.00
Grand Total:	27,641.25	26,799.96	26,977.21	27,000.00	21,287.51	27,000.00	0%	0.00	0.00

Current Acct #	New Acct #	Description	Expended 2013	Expended 2014	Expended 2015	Budgeted 2016	Expended YTD 2016	Dept/Comm 2017	BOS 2017	Budget 2017
Telephone										
01-4199-5-510-0	01-4194-5-510-1	TH Telephone/Internet*	724.46	903.32	1,116.63	1,000	916.60	5,000		
	01-4194-5-510-2	Highway Telephone/Internet*	4,726.67	4,573.21	4,666.52	4,500	3,818.67	1,200		
01-4210-5-510-1	01-4194-5-510-3	PD Telephone/Internet	9,399.28	8,763.30	8,952.65	9,100	7,039.67	9,500		
01-4414-3-395-1	01-4194-5-510-3	ACO Communications**	515.83	353.33	242.68	500	459.48	550	550	550
01-4220-5-510-1	01-4194-5-510-4	FD Telephone/Internet	7,052.55	7,239.11	6,364.56	6,900	5,195.97	6,800		
01-4290-5-510-1	01-4194-5-510-4	OEM	1,172.80	774.00	1,014.48	1,250	638.79	600	600	600
01-4520-6-670-0	01-4194-5-510-5	Recreation Telephone/Internet**			455.19	500	710.43			
		Totals	23,591.59	22,606.27	22,812.71	23,750.00	18,779.61	23,650.00		
Electric										
01-4194-5-520-1		TH Electricity	7,948.06	8,015.94	8,225.55	8,500	5,110.06	4,000		
	01-4194-5-520-2	Highway Electricity						2,300		
01-4210-5-520-1	01-4194-5-520-3	SC Electricity	6,008.34	6,032.98	6,516.95	6,325	4,505.86	12,000		
01-4220-5-520-1	01-4194-5-520-3	SC Electricity	5,983.51	6,032.94	6,465.11	6,600	4,571.85			
01-4220-5-520-2	01-4194-5-520-4	PH Electricity	2,160.92	2,249.64	2,267.79	2,280	1,724.60	2,300		
01-4520-5-520-1	01-4194-5-520-5	Recreation Electricity**	1,431.60	1,875.40	2,360.74	2,400	2,028.95	2,500	2,500	2,500
		Totals	23,532.43	24,206.90	25,836.14	26,105.00	17,941.32	23,100		
Heating Oil/Propane										
01-4194-5-530-1	01-4194-5-530-1	TH Heating	14,797.15	23,388.76	16,596.70	18,000	8,356.38	5,500		
	01-4194-5-530-2	Highway Heating						8,500		
01-4210-5-530-1	01-4194-5-520-3	SC Heating	7,281.25	9,123.49	5,121.15	7,500	2,344.64	13,000		
01-4220-5-530-1	01-4194-5-520-3	SC Heating	7,281.24	9,123.47	4,930.44	7,500	2,344.64			
01-4220-5-530-2	01-4194-5-520-4	PH Heating	2,987.54	5,117.96	2,097.74	4,000	1,090.01	3,000		
		Totals	32,347.18	46,753.68	28,746.03	37,000.00	14,135.67	30,000.00		
01-4240-5-510-1		Building Inspector Cell Phone F	455.00	420.00	420.00	420	315.00	600	600	600

*Internet and telephone were budgeted separately for Town Hall @ \$1,000 & \$4,500 which included Highway

**Budget approved in Department budget

2017 PROPOSED GOVERNMENT BUILDINGS & MAINTENANCE
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 November				
Government Buildings & Mainten									
1 01-4194-5-550-1	Repairs & Maintenance	5,954.41	8,676.19	6,418.31	6,000.00	7,368.41	-2%		
<i>Narrative for Column # 6</i>									
Repair/Clean TH Furnance \$1,000; Repair/Clean Highway Furnance \$500; Repair/Maintain TH Generator \$500; Test TH Smoke Detectors \$250; Test/TH & Highway Replace Fire Extinguishers \$150; Fix Lighting \$2,000; Other repairs \$1,500.									
2 01-4194-5-550-2	Municipal Property Mowing	27,400.00	27,809.96	28,986.00	28,000.00	22,866.00			
3 01-4194-5-560-1	Plant Costs	1,178.35	1,259.50	1,654.11	1,850.00	1,609.00	160%		
<i>Narrative for Column # 6</i>									
Trash \$300; Lift \$350; Safety Insp \$250; TH Fire Alarm monitoring \$450; Prunning \$400; Misc. \$300. Adding \$2,760 for storage at Castle Rock for election items and recreation items from Old Fire Station.									
4 01-4194-6-660-1	Bottled Water	562.27	199.81	276.48	300.00	238.23			
5 01-4194-6-660-2	Janitorial Supplies	106.39	367.03	362.93	400.00	45.84			
Grand Total:	35,201.42	38,312.49	37,697.83	36,550.00	32,127.48	39,410.00	8%	0.00	0.00

2017 PROPOSED GENERAL GOVERNMENT
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
General Fund	As of December	As of December	As of December	As of December	As of November				
General Government									
1 01-4199-2-290-2	General Reimbursement	4,168.60	3,619.83	4,217.79	4,200.00	3,070.98			
2 01-4199-3-310-2	General Consulting Services	68,604.05	8,759.77	31,886.19	13,540.00	7,008.00	129%		
Narrative for Column # 6									
Stanlec \$10,000; ANS 3.5 hrs @ 95 = \$332.50 x 12 = \$3990.00 monthly maintenance; ANS Estimated time in house \$2,000; MRI Town Study \$15,000									
3 01-4199-3-340-1	Contracts Software & Maintenance	24,261.64	27,256.67	28,264.61	29,553.00	23,672.40	13%		
Narrative for Column # 6									
Harris \$11,654.41; Avitar \$6,635; Interware \$5,400; Precision Forecasting \$1,200; Virtual Town \$1,900; O.S. Network, Cloud Backup \$1,260; E-Mail \$2,000; Archive E-Mail \$700; Copier Service Contract \$600; On Line Bldg Permits \$2,100.									
4 01-4199-3-390-1	Tax Map Update	4,260.00	6,869.85	119.50	5,500.00	7,900.00	11%		
Narrative for Column # 6									
WEB GIS \$2,400; Mapping \$3,700									
5 01-4199-3-390-4	General Recording Fees	479.48	459.68	431.74	500.00	537.19	20%		
6 01-4199-5-410-1	Bank Charges/Fees	100.98	124.27	0.00	150.00	150.00			
7 01-4199-5-510-0	General-Internet Services	724.46	903.32	1,116.63	1,000.00	916.60	-100%		
8 01-4199-5-510-1	General-Telephone	4,725.67	4,573.21	4,656.52	4,500.00	3,818.67	-100%		
9 01-4199-6-610-1	General Office Equipment	6,187.51	4,862.31	5,623.49	5,500.00	2,490.47			
Narrative for Column # 6									
Pinney Bowes postage machine rental \$288 x 4 = \$1,152; remaining amount new computers, printers and software.									
10 01-4199-6-611-1	Copy Machine Lease	0.00	0.00	669.00	1,200.00	990.00			
11 01-4199-6-620-3	Newsletter	14,211.68	15,385.40	15,408.85	17,050.00	14,388.21			
12 01-4199-6-630-1	General Postage	8,249.30	6,460.75	9,617.47	9,000.00	5,273.54	-11%		
13 01-4199-6-645-1	Conferences, Seminars & Dues	1,941.73	1,122.11	2,275.21	2,500.00	975.00			
14 01-4199-6-670-1	General Office Supplies	7,661.12	6,877.35	7,643.44	8,000.00	5,153.38	-6%		
15 01-4199-6-680-1	General Advertising	1,054.06	609.95	1,106.35	1,000.00	536.96			
16 01-4199-6-690-1	Miscellaneous Budget Expenditures	631.00	755.61	95.63	400.00	200.00			
General Government Total		447,262.28	80,946.08	113,142.42	103,593.00	76,931.48	-14%	0.00	0.00
Grand Total:		447,262.28	80,946.08	113,142.42	103,593.00	76,931.48	-14%	0.00	0.00
		1418115	8316955	10735447	9808000	7219615	21%		

2017 OTHER PUBLIC SAFETY
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Requested 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
General Fund	As of December	As of December	As of December	As of December	As of November				
Other Public Safety									
01-4299-0-391-0	167.96	548.60	0.00	1,000.00	1,084.23	1,000.00			
Town Details									
Other Public Safety Total	167.96	548.60	0.00	1,000.00	1,084.23	1,000.00	0%	0.00	0.00
Grand Total:	167.96	548.60	0.00	1,000.00	1,084.23	1,000.00	0%	0.00	0.00

2017 PROPOSED IMPROVEMENTS OTHER THAN BUILDINGS
TOWN OF AUBURN

	1 Expended 2013 As of December	2 Expended 2014 As of December	3 Expended 2015 As of December	4 Budgeted 2016 As of December	5 Expended YTD 2016 As of November	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
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General Fund									
Improvements Other Than Bldgs									
1 01-4909-9-930-0 Road Reconstruction	834,929.89	660,770.14	652,334.44	800,000.00	838,318.00	800,000.00			
Improvements Other Than Bldgs Total	834,929.89	660,770.14	652,334.44	800,000.00	838,318.00	800,000.00	0%	0.00	0.00
Grand Total:	834,929.89	660,770.14	652,334.44	800,000.00	838,318.00	800,000.00	0%	0.00	0.00

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen
Cc: Michael Dross, Road Agent

From: Bill Herman, CPM, Town Administrator
Date: November 18, 2016
Re: Road Reconstruction 2017

As part of the Board's meeting on November 21st, we have listed the Road Reconstruction budget account as an item for your consideration. We need direction from the Board of Selectmen as to how much money you wish to budget for in this area in FY 2017.

In general terms, the Road Agent has indicated the roads that generally remain left to be dealt with include (in no particular order):

- Lovers Lane
- Nutt Road
- Squirrel Drive
- Lakeview Way
- Rockwood Terrace
- Walnut Drive
- Acorn Avenue
- Joan Drive
- Rockingham Road (remove cement base)
- Old Candia Road (remove cement base)
- Intersection of Depot Road & Hooksett Road

The Road Agent can certainly provide you any information or thoughts he may have on any given road or road project.

Hopefully this list will at least provide initial information to assist the Board in making a decision concerning funding for road reconstruction in 2017.

Thank you for your consideration.

PROPOSAL

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Pages

PHILIP BONI MASONRY

54 RIDGEWOOD CIRCLE
EPSOM, NH 03234
(603) 432-5211
CELL (603) 490-0177

PROPOSAL SUBMITTED TO GRIFFIN AUBURN LIBRARY		PHONE	DATE Nov 2016
STREET		JOB NAME	
CITY, STATE and ZIP CODE Auburn NH		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Back of Library Building by Large Air Conditioner
Needs Repair approx 21' over Large hole, and
Rest of foundation has loose stones, wall
should be stucco, and cracks should be cemented
filled in. Should be sealed with a water Repellent
spray To protect mortar Joints since They are
close To ground

Labor + Materials

\$1050.-

- 2 quilts composed

o 1 gal sealer

o mortar

o misc

o del

2200 mat
180 labor

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ **1050.00**).

Payment to be made as follows:

when Job is completed, \$1050.00 by check

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Philip Boni

Note: This proposal may be
withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications
and conditions are satisfactory and are hereby accepted. You are authorized to do the
work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

**Informal – Synergy
88 Priscilla Lane, Tax Map 1, Lot 16-23-2
Discuss Potential Car Sales**

No one was present to conduct a discussion.

**Mountain Road Extension
Dane Development
Mountain Road, Tax Map 9, Lot 4
Surety Reduction from \$33,470.75 to \$6,528.98**

Mrs. Marzloff read the letter from Stantec dated October 31st recommending that the Board reduce the current surety held in the amount of \$33,470.75 down to \$6,528.98.

Mr. Grillo made a motion to recommend the reduction of surety from \$33,470.75 down to \$6,528.98 for Mountain Road Extension, Tax Map 9, Lot 4, Mrs. Phillips seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

**Jemco Builders
Jean Gagnon
Ledgewood Dr., Saddle Hill Dr. & Seavey Dr., Tax Map 8, Lot 2
Surety Reduction from \$110,046.38 to \$22,877.30**

Mrs. Marzloff read the letter from Stantec dated October 31st stating that because the Letter of Credit (LOC held in the amount of \$110,946.38 does not expire until October 29, 2017 they recommend, and the Developer has agreed, that the Town hold the surety until the areas that do not have established vegetation, as noted in the letter, are fully established. After stabilization and prior to the expiration date, we recommend that the current surety be reduced by \$87,169.08, leaving \$22,877.30 for the remainder of the 2-year maintenance surety, which will be completed on October 31, 2018.

Mr. Grillo made a motion to recommend the reduction of the Letter of Credit from \$110,946.38 down to \$22,877.30 to be held for the remainder of the 2-year maintenance surety, which will be completed on October 31, 2018 for Ledgewood Dr., Saddle Hill Dr. & Seavey Dr., Tax Map 8, Lot 2, Mr. Rolfe seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.



October 31, 2016
File: 195113027

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Rd.
Auburn, NH 03032-0309

**Reference: Auburn, NH
Mountain Road Extension Subdivision
Roadway As-built Plan Review
Road Acceptance & Surety Recommendation**

Dear Mr. Poltak:

We visited the site on October 31, 2016 to view the status of the completion of the above-noted roadway. We walked the project with Mike Dross, Carrie Cote, Denise Royce and John Bacheller (Developer). Based on our observations made during our site visit, we noted that the following item has not been completed:

1. There are several, small areas near the inlet/outlets of culverts, swales, and check dam locations that have had loam, hydroseed, and in several locations erosion fabric placed; however, no vegetation has been established. These areas must be fully stabilized with vegetation.

We reviewed the as-built plan, prepared by Benchmark Engineering, Inc. (BEI), dated October 28, 2016, provided via email. We provided BEI with several verbal comments, which they addressed on a revised plan, dated October 28, 2016. We reviewed the revised plan and have no further comments. In addition, BEI provided a stamped monumentation letter, certifying that all the right-of-way and lot corner monuments have been installed.

Also, we confirmed with the Planning Department that the written roadway deed and associated easements were submitted by the Developer and have been approved by the Town's legal counsel.

The regulations require that maintenance surety be provided for a period of two years from the date of the completion of the roadway work. The amount of the maintenance surety must be 2% of the total estimated surety of \$201,448.75 (attached), or \$4,028.98. To address the above noted remaining work item, we recommend that the Developer provide additional surety in the amount of \$2,500 until the above-noted areas have been fully vegetated. Currently the Town has a cash surety in the amount of \$33,470.75. We recommend that the surety be reduced by \$26,941.77, leaving \$6,528.98 in place. Upon full stabilization of noted areas, we recommend that the surety be reduced by \$2,500, leaving \$4,028.98 for the



October 31, 2016
Mr. Ron Poltak, Chairman
Page 2 of 2

**Reference: Auburn, NH
Mountain Road Extension Subdivision
Roadway As-built Plan Review
Road Acceptance & Surety Recommendation**

remainder of the 2-year maintenance surety period, ending on October 31, 2018.

Based on the above information, we recommend the Planning Board recommend that the Board of Selectmen accept the extension of Mountain Road, in its entirety, from Station 5+50 to Station 12+92.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

J. Daniel Tatem
Project Manager
dan.tatem@stantec.com
Tel: (603) 669-8672
Fax: (603) 669-7636

Attachment: Original Subdivision Improvement Surety Estimate Worksheet

c: John Bacheller, Owner
Jim Headd, BOS Chairman
Mike Dross, Road Agent
Carrie Cote, Building Inspector
Rene LaBranche, Stantec

**Daniels Equipment
BAT Realty Holdings, LLC
45 Priscilla Lane, Tax Map 1, Lot 16-18
Request Surety Release of \$2,000.00**

Mrs. Marzloff read the letter from Stantec dated November 10th recommending that the Town release the remaining surety in the amount of \$2,000.00.

Mrs. Phillips made a motion to recommend the release of the remaining surety held by the Town of Auburn in the amount of \$2,000.00 for Daniels Equipment, 45 Priscilla Lane, Tax Map 1, Lot 16-18, Mr. Porter seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

OTHER

No new business was discussed.

ADJOURN

Mr. Porter moved to adjourn the Hearing. Mr. Grillo seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 7:07p.m.

The next Planning Board meeting will be held on Wednesday, December 7, 2016 at 7:00pm at the Town Hall, 47 Chester Road unless otherwise noted.



November 10, 2016
File: 195113002

Mr. Ron Poltak, Chairman
Office of the Planning Board
P.O. Box 309, 47 Chester Road
Auburn, NH 03032-0309

Dear Mr. Poltak:

**Reference: Auburn, NH
Daniels Equipment Expansion – Map 1 Lot 16-18
Recommended Surety Release**

The purpose of this letter is to provide a recommendation for the final release of the remaining surety for the subject project. We provided a recommendation, dated February 29, 2016 for the Town to hold \$2,000 for several areas of loam that had not been fully stabilized with vegetation. As of our site visit on this date, these areas have been sufficiently stabilized. Because these areas are stabilized, we recommend that the Town release the remaining surety in the amount of \$2,000.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

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

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

c. Ralph Daniels, Owner
Rene LaBranche, Stantec