

**Town of Auburn
Board of Selectmen
December 5, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable for Week of December 5th, 2016
Consent Agenda – as of December 5th, 2016

() Appointments with the Board

() FY 2017 Budget Presentations

- Fertilization Proposal – Eddows Field
- Maintenance Staffing
- Collective Bargaining Agreement Warrant Article
- Safety Complex Storage Garage Warrant Article

() New Business

Landfill Monitoring Contract / Expanded Testing 2017
Social Security Deductions / Rehired Annuitants Request

() Old Business

Revised Update to Road Acceptance Policy

() Other Business

() Minutes

- November 28th, 2016 Public Meeting

() Non-Public Session

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."

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 30, 2016

Re: Follow-up Information & Proposal for Eddows Field Fertilization

Following up on your meeting on November 14th with various individuals concerning improvements to the Eddows Field, Pat Kelly has provided the attached information concerning potential fertilization for the Eddows Fields property.

As requested, he has secured proposals from three different vendors and is providing a recommendation of a potential course of action at a cost of \$2,800. All of the proposals received, a comparative spreadsheet and Mr. Kelly's e-mail message with his recommendation is attached for your information.

At this point, this is just a budget consideration item for FY 2017. We are seeking the direction the Board is interested in and, more specifically, if you want to include the funding in the FY 2017 budget. If you do want to include the funding, the follow-up question is where do you want to include the funding – meaning a new line item in the Parks & Recreation budget or a new line item under General Government Buildings.

Assuming the Board wants to perform some level of fertilization for this property, I would recommend the Board fund whatever amount of money they deem appropriate in a line item under the General Government Buildings account in order for the Board to manage the business of the contract award and the like.

Thank you for your consideration.

Attachments

Bill Herman

From: Patrick Kelly <pat@kellyemail.net>
Sent: Tuesday, November 29, 2016 9:23 PM
To: Bill Herman; 'Zach Eaton'
Cc: d.nye@comcast.net; kmdobmeier@comcast.net; 'LISA'; rickeaton49@gmail.com; a.eisman@comcast.net; jimheadd@comcast.net
Subject: RE: Recreation Improvements
Attachments: GroundHog WE Baseball Commercial Service Proposal 2017-9.pdf; wayneeddows2016-17 Highest Quality Lawn Care.pdf; GroundHog WE Soccer Commercial Service Proposal 2017-9.pdf; Mainly Grass - Eddows Field Auburn Soccer.pdf; Mainly Grass - Eddows Field Little League.pdf

Hi Bill, I have received 3 sets of quotes from fertilizer companies per our discussion at the BOS meeting. Highest Quality, Groundhog, and Mainly Grass. Groundhog and Mainly Grass suggested 6 treatments, Highest Quality suggested 9. I think the 6 will be sufficient and the best pricing was from Mainly Grass out of Bedford. They were recommended by a local landscaping company. Zach plans to do reseeding on half of the baseball fields next year, so the Mainly grass quote is for only 2 of the baseball fields. I was unaware of this when I got the other two quotes but it's obvious how they would scale.

Vendor	Fields	Early Spring	Late Spring	Early Summer	Crabgrass	Late Summer	Fal
Highest Quality	Soccer	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$
Highest Quality	Baseball	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$
Groundhog	Soccer	\$ 350	\$ 350	\$ 350	Included		\$
Groundhog	Baseball	\$ 450	\$ 450	\$ 450	Included		\$
Mainly Grass	Soccer	\$ 275	\$ 275	\$ 275	Included		\$
Mainly Grass	Baseball*	\$ 228	\$ 228	\$ 228	Included		\$
*two fields only per Zach, other quotes are for 4 fields							

So the total I suggest we budget for the Wayne Eddows complex for 2017 would be \$2800. As I mentioned at the meeting, there has been a question in the past on whether this should be part of the BOS budget for town wide landscaping, or Parks and Rec budget for maintenance. Please advise.

Thanks,

Pat Kelly
603-289-4041

From: Bill Herman [mailto:townadmin@townofauburnnh.com]
Sent: Friday, November 18, 2016 10:08 AM
To: Pat Kelly <pat@kellyemail.net>; Zach Eaton <zach@prmulch.com>
Subject: Recreation Improvements

Good Morning –

[illegible]

*two fields only per Zach, other quotes are for 4 fields

Highest Quality Lawn Care Inc.

15 King St
Auburn, NH 03032
(603) 222-2292

Patrick Kelly, Rick Eaton

**Wayne Eddows Soccer Field
Priscilla Ln.
Auburn, NH 03032**

2017 Soccer Field

Soil Test	\$ 31.
Early Spring Fertilizer	\$450.
Late Spring Fertilizer	\$450.
Early Summer Fertilizer	\$450.
Curative Crabgrass Application	\$450.
Late Summer Fertilizer	\$450.
Fall Fertilizer	\$450.
Winterizer	\$450.
Merit Grub Control	\$450.

Total \$3631.

Optional Services

Double Aeration With Overseeding and Starter Fertilizer \$3400.
Limestone Application (based on soil test results)
 (estimate lime @50 pounds per 1000 Sq Ft.) \$1350.

2017 Four Baseball Fields

Soil Test	\$ 31.
Early Spring Fertilizer	\$700.
Late Spring Fertilizer	\$700.

<i>Early Summer Fertilizer</i>	<i>\$700.</i>
<i>Curative Crabgrass Application</i>	<i>\$700.</i>
<i>Late Summer Fertilizer</i>	<i>\$700.</i>
<i>Fall Fertilizer</i>	<i>\$700.</i>
<i>Winterizer</i>	<i>\$700.</i>
<i>Merit Grub Control</i>	<i>\$700.</i>
<i>Total</i>	<i>\$5631.</i>

Thank you for the opportunity,
Matthew Scott
President Highest Quality Lawn Care Inc.

Commerical Services 2017



GROUNDHOG TURF CARE
6 Bowers Rd.
Derry, NH 03038
(603) 437-4464

SERVICE ADDRESS: Wayne Eddow's Soccer Field
85K

BILL TO ADDRESS: (if different then service)

TURF CARE

TREE & SHRUB CARE

Application 1	<ul style="list-style-type: none"> Fertilization Crabgrass Pre - Emergent 	\$ 350.00	Application 1	<ul style="list-style-type: none"> Root Zone Fertilization 	
Application 2	<ul style="list-style-type: none"> Fertilization Crabgrass Pre - Emergent Weed Control 	\$ 350.00	Application 2	<ul style="list-style-type: none"> Insect/ Disease Spray 	
Application 3	<ul style="list-style-type: none"> Fertilization Weed Control 	\$ 350.00	Application 3	<ul style="list-style-type: none"> Insect/ Disease Spray 	
Application 4	<ul style="list-style-type: none"> Fertilization Weed Control Post - Emergent 		Application 4	<ul style="list-style-type: none"> Insect/ Disease Spray 	
Application 5	<ul style="list-style-type: none"> Fertilization Weed Control 	\$ 350.00	Application 5	<ul style="list-style-type: none"> Root Zone Fertilization 	
Application 6	<ul style="list-style-type: none"> Fertilization Weed Control 		Application 6	<ul style="list-style-type: none"> Fall Dormant Oil 	

TURF CARE SUB TOTAL

TREE & SHRUB SUB TOTAL

ADVANCED SERVICES

ADVANCED SERVICES

●	Calcitic Lime		●	Vapor Guard	
●	Grub Preventative	\$ 350.00	●	Pruning	
●	Grub Curative		●		
●	Aeration		●		
●	Overseed		●		
●	Aeration/ Overseed		●	BWC 1	
●	Slice Seeding		●	BWC 2	
●	Surface Insect Repellant		●	BWC 3	
●			●	BWC 4	
●			●	BWC 5	
●			●		
●			●		

TURF CARE TOTAL

\$ 1,750.00

TREE & SHRUB TOTAL

COMMENTS:

COMMENTS:

Auburn Soccer Club (Pat Kelly)
Lawn Care quote for Eddows Field (Soccer Field only)
27 Priscilla Ln. Auburn NH

2017

Step 1 Pre-emergent crabgrass control, Fertilization and Weed control.	\$275.00
Step 2 Fertilization and broadleaf weed control	\$275.00
Step 3 Fertilization and broadleaf weed control	\$275.00
Step 5 Fertilization and broadleaf weed control	\$275.00
Recommended beneficial services	
Lime	\$275.00
Grub control & surface insect control	\$400.00
Total 2017	\$1775.00

Fertilizer is a granular phosphorus free product. We use broadleaf weed control as needed. We can adjust the program as needed to meet your needs. Treatments are done at approximately 5-7 week intervals. This will vary slightly based on weather conditions

John Savage
Mainely Grass Inc.
Bedford NH
603-232-0357

SERVICE ADDRESS:	Wayne	Eddow's	Baseball Fields 120k
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TREE & SHRUB CARE

TREE & SHRUB CARE					
Application 1	<ul style="list-style-type: none"> Fertilization Crabgrass Pre - Emergent 	\$ 450.00	Application 1	<ul style="list-style-type: none"> Root Zone Fertilization 	
Application 2	<ul style="list-style-type: none"> Fertilization Crabgrass Pre - Emergent Weed Control 	\$ 450.00	Application 2	<ul style="list-style-type: none"> Insect/ Disease Spray 	
Application 3	<ul style="list-style-type: none"> Fertilization Weed Control 	\$ 450.00	Application 3	<ul style="list-style-type: none"> Insect/ Disease Spray 	
Application 4	<ul style="list-style-type: none"> Fertilization Weed Control Post - Emergent 		Application 4	<ul style="list-style-type: none"> Insect/ Disease Spray 	
Application 5	<ul style="list-style-type: none"> Fertilization Weed Control 	\$ 450.00	Application 5	<ul style="list-style-type: none"> Root Zone Fertilization 	
Application 6	<ul style="list-style-type: none"> Fertilization Weed Control 		Application 6	<ul style="list-style-type: none"> Fall Dormant Oil 	

TREE & SHRUB SUB TOTAL

ADVANCED SERVICES

TURF CARE			ADVANCED SERVICES		
●	Calcltic Lime		●	Vapor Guard	
●	Grub Preventative	\$ 450.00	●	Pruning	
●	Grub Curative		●		
●	Aeration		●		
●	Overseed		●		
●	Aeration/ Overseed		●	BWC 1	
●	Slice Seeding		●	BWC 2	
●	Surface Insect Repellant		●	BWC 3	
●			●	BWC 4	
●			●	BWC 5	
●			●		
●			●		
TURF CARE TOTAL		\$ 2,250.00	TREE & SHRUB TOTAL		

TREE & SHRUB TOTAL

COMMENTS:

Auburn Little League (Zack Eaton)
Lawn Care quote for Eddows Field (2 Little League Field only)
27 Priscilla Ln. Auburn NH

2017

Step 1 Pre-emergent crabgrass control, Fertilization and Weed control.	\$228.00
Step 2 Fertilization and broadleaf weed control	\$228.00
Step 3 Fertilization and broadleaf weed control	\$228.00
Step 5 Fertilization and broadleaf weed control	\$228.00
Recommended beneficial services	
Lime	\$228.00
Grub control & surface insect control	\$342.00
Total 2017	\$1482.00

Fertilizer is a granular phosphorus free product. We use broadleaf weed control as needed. We can adjust the program as needed to meet your needs. Treatments are done at approximately 5-7 week intervals. This will vary slightly based on weather conditions

John Savage
Mainely Grass Inc.
Bedford NH
603-232-0357

2017 Salaries Wages

Description	Expended 2014	Expended 2015	Budgeted 2016	Expended YTD 2016	Default 2017	W/Cola 8% 1st Yr	W/Step 2% 1st Yr	W/Step & Cola 1st Yr	W/Cola 2nd Yr	W/Step 2nd Yr	W/Step & Cola 2nd Yr
Finance Director (12/4)	55,935.36	58,101.52	59,455	52,514.29	60,551.26	60,914.57	60,652.18	61,015.49	61,035.67	61,762.28	62,256.33
Executive Assistant (6/3)	43,161.94	44,897.87	46,599	40,134.30	46,245.94	46,523.42	46,785.48	47,062.95	46,615.91	47,170.86	47,548.23
Town Administrator (10/11)	76,930.43	94,412.42	81,675	71,952.05	82,963.84	83,461.63	83,309.52	83,067.31	83,627.55	84,623.12	85,300.12
Land Use Coordinator (6/21)	-	-	47,373	39,149.13	46,978.36	47,260.23	47,487.29	47,769.16	47,354.19	47,917.93	48,301.27
Board of Selectmen Secretary	344.91	241.06	425	107.46	420.20	422.72	424.40	426.92	423.56	428.60	432.03
Highway Safety Secretary	29,337.66	606.74	1	-	1.00	1.00	1.00	1.00	1.00	1.00	-
Assessing Coordinator	3,026.62	3,069.39	3,216	2,310.30	3,216.00	3,235.30	3,264.24	3,283.54	3,241.73	3,280.32	3,306.56
Selectman Chair Stipend	2,764.65	2,803.71	2,937	2,110.32	2,937.00	2,954.62	2,981.06	2,998.66	2,960.50	2,995.74	3,019.71
Selectman Seat Two Stipend	2,764.65	2,803.71	2,937	2,110.32	2,937.00	2,954.62	2,981.06	2,998.66	2,960.50	2,995.74	3,019.71
Selectman Seat Three Stipend	292.85	275.98	286	-	286.00	287.72	290.29	292.01	288.29	291.72	294.05
Trustee of Trust Funds Stipend	-	600.00	609	-	609.00	612.65	618.14	621.79	613.87	621.18	626.15
Trustee of Cemeteries Stipend	-	600.00	609	-	609.00	612.65	618.14	621.79	613.87	621.18	626.15
Executive Department Total	214,559.07	207,812.40	245,513	210,388.17	247,145.60	248,628.48	248,794.66	250,277.49	249,122.77	252,088.49	254,105.19
Deputy Town Clerk (11/9)	5,439.35	5,721.57	5,736	6,716.75	13,068.50	13,146.92	13,112.07	13,190.48	13,173.05	6,851.09	13,436.51
Town Clerk/Tax Collector As	2,964.83	4,659.13	8,000	4,112.53	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Town Clerk Salary (5/31)	48,270.47	50,994.06	51,850	46,928.96	53,687.92	54,010.05	54,314.28	54,636.41	54,117.42	54,761.68	55,856.91
Election, Regis & Vital Stats	56,674.65	61,374.76	65,586	57,758.24	66,757.42	67,157.97	67,427.35	67,827.89	67,291.47	61,613.77	69,294.42
Deputy Tax Collector (11/9)	10,726.82	12,731.46	11,949	7,190.78	6,436.10	6,474.71	6,511.19	6,549.80	6,487.59	6,564.82	6,617.34
Deputy Treasurer Stipend	306.61	311.06	323	-	323.00	324.94	327.85	329.78	325.58	329.46	332.10
Budget Committee Secretary	498.48	137.80	1,685	-	1,685.00	1,695.11	1,701.85	1,711.96	1,698.48	1,718.70	1,732.45
Tax Collector Salary (8/6)	34,487.94	35,426.11	36,370	34,723.37	40,921.92	41,167.45	41,262.94	41,508.47	41,249.30	41,740.36	42,074.28
Treasurer Stipend	2,319.93	2,352.69	2,514	1,967.60	2,514.00	2,529.08	2,551.71	2,566.79	2,534.11	2,564.28	2,584.79
Financial Administration Totals	48,339.78	50,959.12	52,841	43,881.75	51,880.02	52,191.29	52,355.54	52,666.80	52,295.06	52,917.62	53,340.96
General SS	26,086.84	26,605.47	29,761	22,602.99	29,759.12	29,447.02	29,506.50	30,181.74	29,505.57	29,946.56	30,136.42
Medicare	6,099.33	6,227.52	6,960	5,289.08	6,959.80	6,886.80	6,900.71	7,058.63	6,900.50	7,003.63	7,048.03
Retirement Group I	38,328.84	43,568.99	43,219	33,765.67	39,125.38	39,360.14	39,438.94	39,673.69	39,788.02	40,261.69	40,658.56
Personnel Administration Total	70,515.01	76,401.98	79,940	61,657.74	75,844.30	75,693.96	75,846.15	76,914.06	76,194.09	77,211.88	77,843.01
Planning & Zoning Secretary	31,706.85	44,673.26	1	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Zoning Board Secretary Salary	-	-	-	-	-	-	-	-	-	-	-
Planning & Zoning Total	31,706.85	44,673.26	1	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Janitorial Salary	13,155.50	13,201.39	17,035	9,471.40	18,504.16	18,550.98	18,579.39	18,626.22	18,566.59	18,660.24	18,937.93
Government Buildings & Maintenance	13,155.50	13,201.39	17,035	9,471.40	18,504.16	18,550.98	18,579.39	18,626.22	18,566.59	18,660.24	18,937.93
Cemetery Secretary/Admin	-	-	500	163.49	500.00	503.00	507.50	510.50	504.00	510.00	514.08
Cemetery Salary/Wage	-	-	600	2,680.00	600.00	603.60	609.00	612.60	604.80	612.00	616.90
Cemeteries Total	-	-	1,100	2,843.49	1,100.00	1,106.60	1,116.50	1,123.10	1,108.80	1,122.00	1,130.98
Village Crier Editor (11/9)	1,781.55	1,848.08	1,880	1,551.17	1,906.99	1,918.43	1,913.35	1,924.79	1,922.25	1,945.13	1,960.69
General Government Total	1,781.55	1,848.08	1,880	1,551.17	1,906.99	1,918.43	1,913.35	1,924.79	1,922.25	1,945.13	1,960.69
Police Chief Salary (9/1)	80,454.94	82,317.69	83,930	73,733.63	85,018.08	85,528.19	85,584.87	86,094.98	85,698.23	86,718.44	87,412.19
Full Time Officers Wages (5)	136,823.24	177,893.83	196,281	186,726.56	223,474.74	223,474.74	223,474.74	223,474.74	247,433.48	247,433.48	247,433.48
Records Manager (7/15)	43,234.24	35,977.78	37,278	31,634.08	40,678.30	40,922.37	41,051.18	41,295.25	41,003.73	41,491.87	41,823.80
Office Manager Wage (6/15)	45,521.70	46,061.48	46,429	41,235.54	49,751.00	50,049.51	50,289.97	50,588.48	50,149.01	50,746.02	51,151.99
Police Lieutenant (1) (12/14)	70,148.25	70,484.18	70,988	67,971.25	77,523.26	77,988.40	77,587.87	78,053.01	78,143.45	79,073.73	79,706.32
Police Sergeants (2)	80,017.49	64,395.60	67,149	64,086.41	146,643.97	146,643.97	146,643.97	146,643.97	146,643.97	146,643.97	146,643.97

2017 Salaries Wages

Description	Expended 2014	Expended 2015	Expended 2016	Default 2017	W/Cola .8% 1st Yr	W/Step 2% 1st Yr	W/Step & Cola 1st Yr	W/Cola 2nd Yr	W/Step 2nd Yr	W/Step & Cola 2nd Yr
Police Captain Salary (0)	64,656.45	67,563.02	70,350	36,462.42	109,925.09	109,925.09	109,925.09	109,925.09	109,925.09	109,925.09
PT Officers Wages (10)	145,515.74	136,363.21	149,687	96,578.20	10,105.11	10,200.78	10,261.41	10,185.95	10,307.21	10,389.67
Police SS (PT/Office Staff)	14,041.65	7,986.06	10,813	8,404.77	10,105.11	10,165.74	10,650.72	11,005.46	11,049.47	11,079.40
Police Medicare	8,683.10	9,070.09	10,803	7,953.42	10,628.71	10,650.72	159,144.92	174,568.78	175,266.30	175,740.62
Police Retirement	119,251.78	130,834.22	139,708	122,566.29	158,865.85	159,199.24	914,547.97	954,757.15	958,655.58	961,306.53
Police Department Total	808,348.58	828,947.16	883,416	737,352.57	912,614.11	914,554.48	916,488.34	954,757.15	958,655.58	961,306.53
Fire Full Time Salaries (2)	103,497.36	107,402.06	110,195	104,392.97	119,493.29	120,210.25	121,708.97	120,449.23	121,883.15	122,858.22
Fire Personnel Stipend	47,472.30	45,616.19	67,000	31,500.58	67,402.00	67,670.00	68,072.00	67,536.00	68,340.00	68,886.72
Fire SS	3,680.31	3,019.24	4,154	1,353.38	4,154.00	4,195.54	4,220.46	4,187.23	4,237.08	4,270.98
Fire Medicare	1,455.55	1,448.49	2,569	1,512.18	2,711.53	2,727.80	2,759.40	2,733.23	2,765.76	2,787.89
Fire Retirement (Group II)	26,756.14	28,390.91	32,281	25,734.77	36,636.70	36,856.52	37,097.37	38,574.88	39,034.10	39,346.38
Fire Department Total	182,861.66	185,876.89	216,199	164,493.88	229,995.52	231,375.49	234,078.02	233,480.57	236,260.09	238,150.19
Building Inspector Salary	51,069.52	54,329.71	54,050	46,884.61	54,493.92	55,129.68	55,456.65	54,929.87	55,583.80	56,028.47
Assistant Bldg Inspector	-	-	-	-	-	-	-	-	-	-
Building Inspection Total	51,069.52	54,329.71	54,050	46,884.61	54,493.92	55,129.68	55,456.65	54,929.87	55,583.80	56,028.47
Highway Road Agent	1,857.39	1,883.61	1,963	1,575.30	1,974.78	1,992.45	2,004.22	1,978.70	2,002.26	2,018.28
Highways & Streets Total	1,857.39	1,883.61	1,963	1,575.30	1,974.78	1,992.45	2,004.22	1,978.70	2,002.26	2,018.28
Health Officer Stipend	1,461.96	1,472.56	1,591	741.58	1,591.00	1,614.87	1,624.41	1,603.73	1,622.82	1,635.80
Deputy Health Officer	597.70	602.03	509	237.34	509.00	519.18	522.23	513.07	519.18	523.33
Health Administration Total	2,059.66	2,074.59	2,100.00	978.92	2,100.00	2,134.05	2,146.64	2,116.80	2,142.00	2,159.13
Animal Control Salary (7/15)	16,142.12	16,626.74	16,948	14,966.21	17,130.10	17,287.13	17,389.91	17,267.14	17,472.70	17,612.48
Animal & Pest Control Total	16,142.12	16,626.74	16,948	14,966.21	17,130.10	17,287.13	17,389.91	17,267.14	17,472.70	17,612.48
Welfare Officer Stipend (6/3)	2,015.24	1,892.03	1,935	1,601.80	1,935.00	1,957.58	1,969.19	1,950.48	1,973.70	1,989.49
Direct Assistance Total	2,015.24	1,892.03	1,935	1,601.80	1,935.00	1,957.58	1,969.19	1,950.48	1,973.70	1,989.49
Recreation Secretary Salary	10,329.58	10,876.09	10,912	3,773.28	17,180.80	17,180.80	17,318.25	17,318.25	17,524.42	17,664.61
Recreation Maint Worker	15,438.25	17,852.16	18,802	25,313.42	25,363.52	25,617.84	25,770.02	25,566.43	25,870.79	26,077.76
Parks & Recreation Total	25,767.83	28,728.25	29,714	29,086.70	42,544.32	42,798.64	43,088.27	42,884.68	43,395.21	43,742.37
Librarian Salaries (12/8)	51,169.18	42,749.33	49,550	43,759.80	51,466.09	51,551.87	51,860.66	51,877.82	52,495.41	52,915.38
Library Assistant Salaries	32,846.00	36,155.69	34,810	30,138.09	43,149.57	43,686.53	43,945.42	43,494.77	44,012.56	44,364.66
Library Technical Assist	10,676.61	10,026.73	9,703	6,882.87	8,404.98	8,454.01	8,504.44	8,472.22	8,573.08	8,641.67
Library SS	5,514.43	5,215.90	5,832	4,766.85	6,387.28	6,428.93	6,467.25	6,438.38	6,515.03	6,567.15
Library Medicare	1,289.70	1,220.66	1,364	1,114.84	1,493.80	1,502.76	1,512.50	1,505.75	1,523.68	1,535.86
Library Retirement	5,557.06	4,681.20	5,535	4,887.96	5,805.38	5,815.05	5,849.88	5,903.70	5,973.98	6,021.77
Library Total	107,052.98	100,049.51	106,794	91,550.41	117,407.34	117,439.93	118,140.15	117,692.64	119,093.74	120,046.49
Conservation Secretary	1,003.15	656.21	802	339.17	802.00	810.69	815.50	808.42	818.04	824.58
Conservation Admn Total	1,003.15	656.21	802	339.17	802.00	810.69	815.50	808.42	818.04	824.58
Grand Total:	1,634,910.54	1,677,335.69	1,777,817.00	1,476,381.53	1,850,273.65	1,852,836.62	1,860,938.24	1,894,368.48	1,902,957.25	1,920,492.19
Union Employees		Warrant	1st Year	3,376.49	5,191.54	9,166.64	17,420.46			
		Warrant	2nd Year							

2017 Salaries Wages

Description	Expended 2014	Expended 2015	Budgeted 2016	Expended YTD 2016	Default 2017	W/Cola .8% 1st Yr	W/Step 2% 1st Yr	W/Step & Cola 1st Yr	W/Cola 2nd Yr	W/Step 2nd Yr	W/Step & Cola 2nd Yr
W/Step & Cola 1st Year Warrant Article Default					1,860,938.24 9,166.64 1,843,424.56						
Increase in Payroll 1st Year					26,680.32						
W/Step & Cola 2nd Year Warrant Article Default					1,920,492.19 17,420.46 1,843,424.56						
Increase in Payroll 2nd Year Less 1/2 yr new officer					94,488.09 (24,917.09)						
					69,571.00						

MAINTENANCE WORKERS

Average 19 HRS week x 18 PM x 40 WKS
x 2 workers

\$ 27,360 YEAR

Proposed Warrant Article – Collective Bargaining Agreement Funding

To see if the Town will vote to approve the cost items for year two of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$9,167 over FY 2016 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Nine thousand one hundred sixty-seven dollars (**\$9,167**), such sum representing the negotiated increase over 2016 salaries, fringe benefits and other cost items at the current staffing levels.

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

Warrant Article – Safety Complex Storage Garage

To see if the Town will vote to raise and appropriate the sum of Two hundred thousand dollars **(\$200,000)** to design, permit and construct a secure two-story storage and garage building on the grounds of the Safety Complex for use by the Police Department, Parks & Recreation and Town Hall. Of the \$200,000, \$141,000 would come from the unreserved fund balance (surplus) as of December 31, 2016 with the balance of \$59,000 to be raised by taxation in 2017. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the storage garage building is constructed or by December 31, 2019, whichever is sooner.

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

OR

To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA Chapter 35 for the purpose of constructing a storage garage for Town departments on the property of the Safety Complex; to raise and appropriate the sum of One hundred-forty-one thousand dollars (\$141,000) to be placed in this fund, and to designate the Board of Selectmen as agents to expend. The \$141,000 will be transferred from the unexpended fund balance (surplus) as of December 31, 2016.

(Recommended / Not Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: November 30, 2016

Re: Request for Expanded Landfill Monitoring Testing

As I am sure you are aware, there has been a heightened concern for the presence of perfluorinated chemicals (PFCs) in groundwater in portions of New Hampshire. There have been several high profile cases in New Hampshire this year, with one of the biggest being in the Manchester, Litchfield and Merrimack area.

As a result, the NH Department of Environmental Services has recently sent out a letter asking responsible parties with landfills, hazardous substance release sites, fire training areas and lagoons to add PFCs to their analyte list for collected groundwater samples. This is to enable NHDES to develop a database of PFC occurrences in the state. Attached is the letter that was issued by NHDES.

We have been advised by Stantec Consulting that, based on the letter, it looks like the closed Auburn Landfill falls under their request for sampling. NHDES would like the responsible parties to do the sampling in either 2017 or 2018. As a result, I asked Stantec to include the PFC testing in planned work for 2017 to enable us to know what sort of financial impact that would bear.

Attached is Stantec's proposal for the 2017 Groundwater Management Permit Monitoring activities, including testing for PFCs. Their proposal totals \$4,100 (which is within our \$4,500 budget for this service.) The \$4,100 price is inclusive of the additional testing for PFCs.

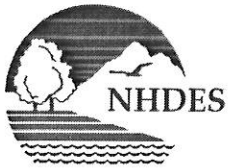
We are recommending the Board agree to test for PFCs in 2017 as opposed to 2018, and to accept the Scope of Work and Cost Proposal for 2017 GMP Monitoring Activities from Stantec Consulting at the cost of \$4,100.

Assuming the Board is in agreement with moving in this direction, the following motion would be appropriate:

Move to approve the proposed Scope of Work and Cost Proposal for 2017 GMP Monitoring Activities from Stantec Consulting, and to authorize the Town Administrator to sign the acceptance on behalf of the Town.

Thank you for your consideration.

Attachments



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

November 22, 2016

Subject: Sampling for Per- and Polyfluoroalkyl Substances/Perfluorinated Chemicals (PFASs/PFCs) at Contaminated Sites

Dear Stakeholders:

This letter is to notify you that the Department of Environmental Services (NHDES), Hazardous Waste Remediation Bureau is requesting sampling for per- and polyfluoroalkyl substances (PFASs), commonly referred to as perfluorinated chemicals (PFCs), as part of groundwater management permits and the investigation of certain contaminated sites. Please plan to include PFCs in one of your sampling rounds conducted in 2017, or at the latest in 2018. The following contaminated sites should include PFCs as part of their groundwater sampling programs:

- Active hazardous waste sites, including but not limited to sites with active groundwater management permits
- Sites with ongoing environmental site evaluation and where hazardous wastes or hazardous substances are suspected to have been released
- Sites with a history indicating the industrial processes that may have used PFC-containing products, or facilities that may have used commercial products containing PFCs
- Unlined landfills
- Lined landfills
- Sites associated with groundwater release detection permits
- Fire training areas, airports or sites where significant quantities of aqueous film forming foam (AFFF) may have been applied

PFCs are a family of man-made compounds that do not naturally occur in the environment. They have a large number of industrial uses and are found in many commercial products because of their properties to resist heat, oil, grease and water. Once released to the environment, PFCs are persistent and do not biodegrade or breakdown. New Hampshire and several other northeast states are dealing with several sites where there have been widespread PFC impacts on drinking water supplies.

On May 19, 2016 the U.S. Environmental Protection Agency (USEPA) issued drinking water lifetime health advisories for two PFCs, perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS). After a review of USEPA's information, on May 31, 2016 NHDES filed an emergency rule to establish the health advisories as Ambient Groundwater Quality Standards (AGQS). NHDES set three groundwater standards: 70 parts per trillion (ppt) for PFOA, 70 ppt for PFOS and 70 ppt for PFOA and PFOS combined, where the chemicals are found together. After completing the regular rulemaking process, these rules became permanent on October 22, 2016.

DES Web Site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2908 Fax: (603) 271-2181 TDD Access: Relay NH 1-800-735-2964

NHDES will be conducting outreach for facility/property owners, consultants, analytical laboratories and other parties interested in obtaining additional information. The topics will include:

- Background on PFCs use, fate and transport
- Sampling protocols specific to PFCs
- Analytical methods, detection limits and electronic reporting (i.e., electronic data submittals to NHDES' Environmental Monitoring Database (EMD))
- Case studies/experience to date
- Health effects
- Treatment/remediation technologies

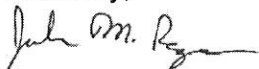
Because of the potential presence of PFCs in common consumer products and in equipment typically used to collect groundwater samples, special handling and care must be taken when collecting samples for PFC analysis. For example, Teflon® tubing, low density polyethylene (LDPE) sample containers, and chemical ice packs should be avoided; and field personnel should avoid wearing clothing or footwear made of synthetic water resistant and/or stain resistant materials and avoid using waterproof paper and adhesive paper products. More information can be found in the attached Sample Collection Guidance.

We will be sending you additional information related to analytical methods and the required analyte list by March 31, 2017. However, for your planning purposes, an analytical laboratory should be selected that will report both linear and branched isomers of PFOA, in accordance with the recently published USEPA Technical Advisory, <https://www.epa.gov/sites/production/files/2016-09/documents/pfoa-technical-advisory.pdf>.

NHDES appreciates your anticipated compliance with this request for additional sampling and your cooperation in evaluating the extent of PFC impacts on New Hampshire's environment, particularly on drinking water supplies. PFCs are "emerging" contaminants, and collectively we will continue to learn more about where they occur, and improve how we address any public health and environmental impacts. You can find information relative to PFCs at NHDES's website <http://des.nh.gov/organization/commissioner/pfoa.htm> and at the New Hampshire Health and Human Services' website <http://www.dhhs.nh.gov/dphs/pfcs/index.htm>.

We will keep you informed on the upcoming outreach and training. If you have any questions, please contact me.

Sincerely,



John M. Regan, P.G., Administrator
Hazardous Waste Remediation Bureau
Waste Management Division
Tel: (603) 271-3744
Email: john.regan@des.nh.gov

Attn: PFC Sample Collection Guidance



PerFluorinated Compound (PFC) Sample Collection Guidance

The purpose of this document is to provide guidance on groundwater sampling protocols when collecting a sample(s) for PFCs. Detection of these compounds at very low levels can be influenced by materials that are present at the sampling site, materials used by the sampling agent, or sample container handling practices.

The following table provides a summary of items that are likely to contain PFCs (i.e. prohibited items) and therefore should not be used by the sampling agent at the sampling site.

Category	Prohibited Items	Allowable Items
Pumps and Tubing	Teflon® and other fluoropolymer containing materials	High-density polyethylene (HDPE), low density polyethylene (LDPE) , or silicone tubing, peristaltic pump or stainless steel submersible pump
Decontamination	Decon 90	Alconox® or Liquinox®, potable water followed by deionized rinse.
Sample Storage and Preservation	LDPE or glass bottles, PTFE-or Teflon®-lined caps, chemical ice packs	Laboratory-provided sample container <i>-preferred</i> ; or, HDPE or polypropylene bottles, regular ice
Field Documentation	Waterproof/treated paper or field books, plastic clipboards, non-Sharpie® markers, Post-It® and other adhesive paper products	Plain Paper, metal clipboard, Sharpies®, pens
Clothing	Clothing or boots made of or with Gore-Tex™ or other synthetic water resistant and/or stain resistant materials, Tyvek® material	Synthetic or cotton material, previously laundered clothing (preferably previously washed greater than six times) without the use of fabric softeners
Personal Care Products (for day of sample collection)	Cosmetics, moisturizers, hand cream and other related products	<p>Suncreens:</p> <ul style="list-style-type: none"> Alba Organics Natural Yes to Cucumbers Aubrey Organics Jason Natural Sun Block Kiss My Face Baby-safe sunscreens ('free' or 'natural') <p>Insect Repellents:</p> <ul style="list-style-type: none"> Jason Natural Quit Bugging Me Repel Lemon Eucalyptus Herbal Armor California Baby Natural Bug Spray BabyGanics <p>Sunscreen and Insect Repellents:</p> <ul style="list-style-type: none"> Avon Skin So Soft Bug Guard-SPF 30
Food and Beverage	Pre-packaged food, fast food wrappers or containers	Bottled water or hydration drinks

For samples collected from monitoring wells

- When feasible, use single-use, disposable polyethylene or silicone materials (tubing, bailers, etc.) for monitoring well purging and sampling equipment.
- When reuse of materials or sampling equipment across multiple sampling locations is necessary, follow project decontamination protocols with allowed materials identified in the table above, and incorporate collection of equipment rinseate blanks into sampling program, as appropriate.
- When using positive displacement/submersible pump sampling equipment, familiarize yourself with the sampling pump/accessory equipment specifications to confirm that device components are not made of nor contain Teflon® or PTFE.

For samples collected during production well pumping tests

- If feasible, do not use Teflon® tape or pipe thread paste on pipe fittings or sampling tap threads on the pump discharge pipe.
- As with all other sample parameters, the sample for PFCs should be collected at the last hour (or hours) of the pumping portion of the testing program.
- Discharge water should be purged through the sampling tap on the discharge pipe for a minimum of 20 minutes prior to collection of samples.

For samples collected from active production wells

- If feasible, avoid contact with any Teflon® tape or pipe thread paste on pipe fittings or sampling tap threads on the water supply discharge pipe.
- The sample for PFCs should be collected while the production well pump is operating, and, preferably, has been operating for at least one hour.
- Discharge water should be purged through the sampling tap on the discharge pipe for a minimum of 20 minutes prior to collection of samples.

Sample collection method/sequence

- Using new nitrile gloves collect the sample for PFCs **first**, prior to collecting samples for any other parameters into any other containers; this avoids contact with any other type of sample container, bottles or package materials.
- As with all other samples, do not place the sample bottle cap on any surface when collecting the sample, and avoid all contact with the inside of the sample bottle or its cap.
- When sample is collected and capped, place the sample bottle(s) in an individual sealed plastic bag (e.g. Ziploc®) separate from all other sample parameter bottles, and place in shipping container packed only with ice.



Stantec Consulting Services Inc.
5 Dartmouth Drive, Suite 101, Auburn NH 03032
Tel: (603) 669-8672, Fax: (603) 669-7636

December 1, 2016
File: 191710504

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

Reference: Work Scope and Cost Proposal for 2017 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521

Dear Mr. Herman,

Stantec Consulting Services Inc. (Stantec) is pleased to provide the Town of Auburn with this proposal to conduct the 2017 groundwater monitoring and reporting tasks associated with the above-referenced site. These tasks are required by Groundwater Management Permit (GMP) #GWP-199002015-A-003 (attached), which was issued by the New Hampshire Department of Environmental Services (NHDES) on March 24, 2015 to monitor groundwater and surface water quality in the vicinity of the closed town landfill.

PROPOSED SCOPE OF WORK

Water Quality Monitoring

Based on the GMP requirements, samples will be collected during 2017 from the monitoring wells and surface water locations specified in the table below.

Monitoring Location	Sampling Frequency	Parameters	Reporting Requirements
MW-1, MW-2, MW-3, MW-4, SW-1, and SW-2	April 2017	Specific conductance @25°C, pH, Nitrate, Sulfate, Total Kjeldahl Nitrogen (TKN), Chloride, Dissolved Iron and Manganese (monitoring wells), Total Iron and Manganese (surface water), and Static Water Levels (monitoring wells only)	Data submittal due within 45 days of sampling



December 1, 2016
Mr. William Herman
Page 2 of 4

**Reference: Work Scope and Cost Proposal for 2017 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521**

The current GMP requires that a periodic summary report be prepared and submitted twice during the 5-year GMP period, in June 2016 and June 2019. Therefore, Stantec will only submit a data submittal in 2017 to the NHDES within 45 days of sampling.

Additional Sample Analysis

In addition to the GMP requirements stipulated above, NHDES recently sent out a letter asking Responsible Parties (RPs) with landfills, hazardous substance release sites, fire training areas, and lagoons to add Perfluorinated Compounds (PFCs) to their analyte list for groundwater samples collected in 2017 or 2018 so they can develop a database of PFC occurrences in the State (see attached letter dated November 22, 2016). Based on the letter, it looks like the Auburn Landfill likely falls under their request for sampling. Therefore, we have added the collection of additional groundwater samples from the four site monitoring wells (MW-1, MW-2, MW-3, and MW-4) and their analysis for PFCs by EPA Method 537 Rev 1.1 during the proposed April 2017 sample event.

COST

Stantec will complete the proposed scope of work for the lump sum fee provided in the following table.

Task	Cost
April 2017 Sampling and Data Submittal	\$4,100.00
Total	\$4,100.00

Please note that this fee assumes a maximum cost for PFC analysis of \$250.00 per sample. According to the aforementioned NHDES letter dated November 22, 2016, the NHDES plans to send out additional information on the required PFC analyte list by March 31, 2017. Should laboratory analysis of the required analyte list exceed the per sample cost of \$250.00, you will be informed and a request for a change order made.

SCHEDULE

The project tasks will be completed in accordance with the time frames described above.

Design with community in mind



December 1, 2016
Mr. William Herman
Page 3 of 4

Reference: Work Scope and Cost Proposal for 2017 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike,
Auburn, NH
NHDES Site #199002015, Project #1521

PROJECT MANAGEMENT

David A. Allwine, a New Hampshire Professional Geologist, will serve as the Stantec project manager for this work. Ms. Leigh-Anne Sapienza will also be available to assist you should Mr. Allwine not be available.

ACCEPTANCE AND TERMS AND CONDITIONS

If this proposal is acceptable, please provide your authorization to begin work by signing below in the space provided and returning it to our attention via fax at fax number (603) 669-7636 or by email to david.allwine@stantec.com. This work will be conducted in accordance with the attached Stantec Terms and Conditions, which are incorporated herein by reference.

We appreciate the opportunity to assist you with this project. If you have any questions, please don't hesitate to contact either of the undersigned.

Regards,

STANTEC CONSULTING SERVICES INC.

Derek Clay
Staff Scientist
Phone: (603) 206-7557
Fax: (603) 669-7636
Derek.Clay@stantec.com

David A. Allwine, PG
Senior Associate
Phone: (603) 206-7553
Fax: (603) 669-7636
David.Allwine@stantec.com

Attachments: GMP No. GWP-199002015-A-003
NHDES Letter dated 11/22/2016
Stantec Terms and Conditions

c. File

2017 PROPOSED SOLID WASTE
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				
Solid Waste Disposal									
1 01-4324-3-390-1 Solid Waste Hazardous	4,765.77	5,126.10	4,651.50	7,175.00	7,557.66	6,500.00	-9%	6,500.00	6,500.00
Narrative for Column # 6									
E-Waste collection day - \$4,000; Household Hazardous Waste Day Event - \$500									
Narrative for Column # 8									
BOS approved 10/24/2016.									
Narrative for Column # 9									
Budget Committee approved 10/27/2016.									
2 01-4324-5-390-0 Landfill Monitoring	6,500.00	10,259.75	9,000.00	4,000.00	4,300.00	4,500.00	13%	4,500.00	4,500.00
Narrative for Column # 6									
Annual ground water sampling and report to NHDES of landfill property.									
Narrative for Column # 8									
BOS approved 10/24/2016.									
Narrative for Column # 9									
Budget Committee approved 10/27/2016.									
3 01-4324-5-390-1 Roadside PickUp Container	0.00	150.00	200.00	750.00	200.00	500.00	-33%	500.00	500.00
Narrative for Column # 6									
Container at Highway Garage to handle materials picked up on Town roads.									
Narrative for Column # 8									
BOS approved 10/24/2016.									
Narrative for Column # 9									
Budget Committee approved 10/27/2016.									
Solid Waste Disposal Total	11,265.77	15,535.85	13,851.50	11,925.00	12,057.66	11,500.00	-4%	11,500.00	11,500.00
Grand Total:	11,265.77	15,535.85	13,851.50	11,925.00	12,057.66	11,500.00	-4%	11,500.00	11,500.00

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: Police Commission

From: Bill Herman, CPM, Town Administrator
Date: December 2, 2016
Re: Social Security Issue – Group II Retirees

As you may recall, last year the Town was asked to look at an issue of the Town potentially inappropriately taking Social Security withholding from retired police officers who were now working on a part-time basis. Upon seeking and receiving detailed information from the New Hampshire Social Security Administrator, it was determined that a total of nine fire and police personnel fell into this category.

In general, it was determined that NHRS Group II retirees who are working part-time in state or local government positions that would be covered by Group II are not to have Social Security withholding from the wages for their part-time positions. They are referred to as "rehired annuitants".

Beyond ceasing to take Social Security withholdings around October 1st of last year on future payroll checks issued for these individuals, the Town went through a process to issue refunds to these individuals for the money withheld for the prior three years, three months and 15 days (years 2012, 2013 and 2014). The Town then filed corrected W2C forms with the federal government to report the correction, in addition to requesting a refund of both the employee's and the employer's share of Social Security withholding.

On November 29th and 30th, we received the attached requests from three of these individuals for the Town to refund them the balance of the monies that had been withheld from their paycheck prior to the second quarter of 2012 in order to be "kept whole".

In conferring with both Finance Director Adele Frisella and Town Counsel Kathleen Peahl, the Town has performed all that it is legally able to do under federal law in this area and that the refund of any additional funds prior to those already returned is not possible. That is based on: 1) not being able to further amend the payroll records with the Social Security Administration to reflect the further refunds, and 2) the fact the Social Security Administration maintains these prior payments in the credited Social Security statement of earnings for each individual and will be included in the calculation of their Social Security benefits when they become eligible.

It is Town Counsel's recommendation the Board of Selectmen vote to deny the requests for further refunds as requested by these three individuals.

Thank you for your consideration.

Attachments

Bill Herman

From: Greg <toprocteyou@aol.com>
Sent: Tuesday, November 29, 2016 4:07 PM
To: Bill Herman
Subject: Request for payment

Bill,
Good afternoon. Hope you are well.

This is a formal request for payment for the remainder of the monies owed to me by the town of Auburn for the years 2010, 2011 and the unpaid portion of 2012 as well as any other unpaid monies that they town may owe me.

As you know during those years as well as through part of 2015 the town illegally withheld Social Security from my pay.

The town has made me whole for part of the monies but not all, therefore I request payment in full. This should not be a issue for the town because they have already been reimbursed for the years 2015,2014,2013 and part of 2012.

I understand that the Internal Revenue Service allows for a repayment going back three years three month and fifteen days however that does not negate the fact that the town withheld the Social Security tax illegally from me outside of those parameters.

Therefore regardless of the time that the IRS allows for reimbursement the Town was at fault for withholding the monies and are therefore responsible for repayment.

Your prompt attention to this matter will be greatly appreciated.

Thank you and have a great day
Greg Santuccio

Bill Herman

From: Scott Rogers <srogers108@gmail.com>
Sent: Wednesday, November 30, 2016 10:36 AM
To: Bill Herman; Scott Rogers
Subject: SEEKING REMAINDER OF SOCIAL SECURITY MONIES OWED

Good Morning Bill,

This is a formal request for payment for the remainder of the monies owed to me by the town of Auburn from June 12, 2011 and the unpaid portion of 2012 as well as any other unpaid monies that they town may owe me.

As you know during those years as well as through part of 2015 the town illegally withheld Social Security from my pay.

The town has made me whole for part of the monies but not all, therefore I request payment in full. This should not be a issue for the town because they have already been reimbursed for the years 2015,2014,2013 and part of 2012.

I understand that the Internal Revenue Service allows for a repayment going back three years three month and fifteen days however that does not negate the fact that the town withheld the Social Security tax illegally from me outside of those parameters.

Therefore regardless of the time that the IRS allows for reimbursement the Town was at fault for withholding the monies and are therefore responsible for repayment.

So, I feel in Good Faith and What is Right and Just as a Principle the Town of Auburn, NH should consider doing the right thing and making me whole with this matter prior to any further action against the Town being explored or taken.

Your prompt attention to this matter will be greatly appreciated.

Thanks again for your time.

Scott Rogers
Part Time Police Officer
Town of Auburn, New Hampshire

Bill Herman

From: dbl.barry@comcast.net
Sent: Wednesday, November 30, 2016 2:10 PM
To: Bill Herman
Cc: Mark
Subject: Reimbursement

Dear Mr. Herman,

This is a formal request for the remainder of the money that is owed to me by the town of Auburn. As you are aware, the town illegally withheld social security beginning in June of 2011.

I have received a portion of the money that is owed to me, but there still remains a balance. The IRS allows for a repayment for three years, three months and I believe fifteen days. The town of Auburn was at fault for withholding money and is responsible for the remainder of the money that is owed to me.

Your prompt attention to this matter is appreciated.

Sincerely,

William Barry



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT

Nicholas A. Toumpas
Commissioner

Mary P. Castelli
Senior Division Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4599 1-800-852-3345 Ext. 4599
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September 28, 2015

Transmitted via email only: budgetfinance@townofauburnnh.com

Adele Frisella, Finance Director
Town of Auburn
47 Chester Road
Auburn, NH 03032

RE: your questions related to NH section 218 agreements

Dear Ms. Frisella,

Thank you for contacting us with questions relating to payment of social security. We have attempted to respond to your specific questions as follows:

- 1) **A full time Auburn police officer retires under the NHRS and then returns to Auburn as a part time officer.**
Any Group II member who is collecting a pension and is rehired part-time in a police officer or fire fighter position by an employer with the same retirement system is a *rehired annuitant*. Under federal regulations, rehired annuitants are excluded from mandatory Social Security coverage but do pay mandatory Medicare.
- 2) **A full time police officer retires from another community, who is a participating member of Retirement System and is subsequently hired by the Town of Auburn as a part time officer. Does it matter if the Town of Auburn part time officer is retiring from a State, County or Municipal organization?**
No, any Group II member who is collecting a pension and is rehired part-time in a police officer or fire fighter position by an employer with the same retirement system is a *rehired annuitant*. Under federal regulations, rehired annuitants are excluded from mandatory Social Security coverage but do pay mandatory Medicare.
- 3) **A full time police officer or fire fighter from another community also works part time as an Auburn police officer.**
Part-time police officers who are not rehired annuitants, including those who work full time as a Police Officer in another municipality, correctly pay Social Security.
- 4) **A full time police officer or fire fighter from another community also works as a volunteer/call fire fighter in Auburn.**

Part-time police officers who are not rehired annuitants, including those who work full time as a Police Officer in another municipality, correctly pay Social Security.

- 5) **A retired police officer or fire fighter from another community also works as a volunteer/call fire fighter.**

Any Group II member who is collecting a pension and is rehired part-time in a police officer or fire fighter position by an employer with the same retirement system is a *rehired annuitant*. Under federal regulations, rehired annuitants are excluded from mandatory Social Security coverage but do pay mandatory Medicare.

- 6) **In any of the above cases does it matter that some of the part time wages include third party "special details"? (Third party "special details" meaning that the total cost is passed onto a private sector payer, i.e. Eversource, Comcast, Construction Company.)**

No, even if the Town of Auburn bills a third party for the cost of a special duty assignment, all wages processed through the employer's payroll are treated as wages to a rehired annuitant and are exempt from Social Security.

- 7) **Does it matter the type income for volunteer/call fire fighters are paid? Volunteers/call fire fighters are paid quarterly for their time responding to emergencies (car accidents, fires, etc.), or are paid as a full time officer should they cover a shift for the two full time officers in Auburn who are away on vacation or training, or in the case of the fire chief are paid a stipend.**

It does not matter whether they are paid on a "call" basis, quarterly, monthly, hourly, etc.; or whether the worker is full-time or part-time. These payments are wages that should be reported on Form W-2, subject to withholding for Federal income tax, social security, and Medicare purposes.

A stipend is defined as a fixed sum of money paid periodically for services or to defray expenses. The fact that remuneration is termed a "fee" or "stipend" rather than salary or wages is immaterial. Wages are generally subject to employment taxes and should be reported on Form W-2, Wage and Tax Statement.

- 8) **A retired NHRS Group II employee is hired in another part time position within the Town, such as the Town Administrator or Finance Director.**

A rehired annuitant working in a position that is covered by a Section 218 Agreement (both full time and part-time) pays full FICA and Medicare. The Town of Auburn has a Section 218 agreement under Modification #254 effective April 1, 1990.

- 9) **How does an employer apply for a refund of FICA contributions paid in error?**

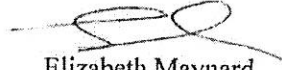
When the employer identifies a payroll error, it must file a Form W2C for each year affected. If there is no exception to the law, the employer must file a W2C going back the 3 years, 3 months, and 15 days for correction. The employer also files for a tax refund with the Internal Revenue Service for both employer and employee for the same time frame. Currently federal law allows the employer to correct the years 2012, 2013, and 2014 by filing form W2C.

- 10) **What is the effect on employee's earnings records?**

Contributions for the years prior to the period covered by statute will remain on the employee's social security statement of earnings record. The employee will not lose credit for those years. Medicare wages will remain on the employee's earnings record.

Please note that our responses are based on the specific facts that you have provided and may differ in every situation. The above information is not intended to be construed as legal advice. You may wish to consult with your legal counsel. For your reference, we have enclosed an outline of the process for correcting payroll errors as well as contact information for the Internal Revenue Service and the Social Security Administration in Boston. Please feel free to contact Susan Gifford if you have any additional questions.

Very sincerely yours,



Elizabeth Maynard
Social Security Administrator
State of New Hampshire

cc: Susan Gifford, NH Social Security/Section 218
Enclosures: Process for Correcting Payroll Errors
IRS and SSA Rehired Information Rehired Annuitant

<http://www.socialsecurity.gov/slge/rehired.htm#a0=0>
SSA website rehired annuitant

http://www.socialsecurity.gov/OP_Home/handbook/handbook.10/handbook-1017.html
SSA definition rehired annuitant

<http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/Rehired-Annuitants>
Rehired annuitant IRS website 6-3-2015

<http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments/Section-218-Agreements-and-Social-Security-Coverage>
Erroneous reporting IRS website 6-16-2015

<http://www.irs.gov/pub/irs-pdf/f941x.pdf>
IRS Form 941X 4-2015

<https://secure.ssa.gov/apps10/poms.nsf/lnx/1910001120>
http://www.socialsecurity.gov/slge/state_ssa.htm
Role of State Social Security Administrator - Section 218 agreements

SL 10001.120 SSA-IRS Federal Responsibilities

IRS is responsible for compliance.

<http://www.irs.gov/Government-Entities/Federal,-State-%26-Local-Governments/Federal,-State-%26-Local-Governments---A-Closer-Look>

Revised 8/24/2015

The Social Security information below was provided by Regina Bachini, Employer Services Liaison Officer for the New England area, who is located in the Boston MA Social Security office.

- The employer files for earnings record correction with Social Security and can contact Regina Bachini, Employer Services Liaison Officer, Social Security Administration, 617-565-2895 with any questions.
 - If payroll is outsourced, Towns should check with their payroll company first for help with adjustments.
 - The employer can file form W2C/W3C using SSA's W2 Online which is free. Once we have established that the rehired annuitants are not covered for social security the employer should file the W2Cs for the years 2012, 2013, and 2014 (current tax year.) The Statute ended for 2011 on April 15, 2015.
 - Please note this is a correction downward, from social security covered wages to zero in Box 3 and Box 4 of the Form W2C. Follow IRS W2/W2C Instructions.
 - The years prior to the statute will remain on the employee's social security statement of earnings record. The employee will not lose credit for those years when (s) he files for Social Security benefits. All Medicare wages remain on the earnings record.

The Internal Revenue Service below is from the website irs.gov

- The employer files for a refund of the employer share of FICA tax from the IRS for the affected period, and the employee share of FICA with employee consent. The employer should ask for consents from the employee, but they are able to get the employer share refunded without having any employee consent. They can only get the employee share back with employee consent, but they can always get the employer share.
 - If payroll is outsourced, Towns should check with their payroll company first for help with adjustments.
 - Form 941-X <http://www.irs.gov/pub/irs-pdf/f941x.pdf> needs to be filed for each quarter affected.
 - The reports are sent to the address on the form.
 - IRS Federal State Local Government <http://www.irs.gov/Government-Entities/Federal,-State-&-Local-Governments>
 - The instructions for filing a Form 941-X include certification that affected employees were reimbursed employee share, or consent to filing the refund claim.

New IRS Guidance on obtaining employee consent dated March 2, 2015 Notice 2015-15

http://www.irs.gov/irb/2015-9_IRB/ar07.html

TOWN OF AUBURN

~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

All roads and streets proposed for acceptance by the Town of Auburn will have to be proposed in one of three potential processes:

- 1) Dedication as a public right-of-way through a formal Planning Board subdivision process pursuant to the Town of Auburn Subdivision Regulations, and with a vote of acceptance by the Board of Selectmen pursuant to the authority granted by vote of the 1993 Town Meeting (Article 13).
- 2) The layout of an existing Class VI or private road by the Board of Selectmen in a manner prescribed under state statute (RSA 231), or
- 3) An affirmative Town Meeting vote pursuant to RSA 674:40, III to accept a road or portion of road as a Town road.

Acceptance of a road as a “Town road” is intended to establish legal highway status of the road or right-of-way before any ongoing acts of maintenance or repair by the municipality may occur.

The intent of this policy and the governing statutes is to have a clear procedure to follow for individual(s), business(es) or other entities who seek to have the Town accept a road as a Town road.

In order for the Town of Auburn to accept a road as a Town road, ~~all~~ required construction ~~work has to~~ improvements must be completed by November 1st, and all seven (7) items of completion listed below must be documented and reviewed by the Planning Board by its second regularly scheduled meeting (the third Wednesday of the month) in November, and then approved by the Board of Selectmen at their next scheduled meeting after the Planning Board's ~~second~~ November meeting.

Prior to the Board of Selectmen's acceptance of any roadway, the following must be completed:

1. The deed for the right-of-way must be provided to the Town, reviewed, and approved by Legal Counsel.
2. All associated and required easements, and all other documents required, as determined by the Town must be provided to the Town, reviewed, and approved by Legal Counsel.
3. The construction of the road and all associated infrastructure must be complete. Minor work items may be outstanding with the condition that the appropriate surety is in place and deemed appropriate by both Boards.
4. A site walk must be completed with the Town Department Heads, the Town Consulting Engineer, and a representative of the Developer, with no snow cover, so that all the roadway improvements can be verified complete.
5. Prior to final acceptance, the Developer must provide the required 2-year maintenance surety. The amount of this surety shall be 5% of the total

TOWN OF AUBURN
~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

construction cost estimate, and in no case be less than \$10,000. The Town Consulting Engineer shall recommend the total construction cost estimate.

6. The Town Consulting Engineer shall provide a written recommendation to the Planning Board, that the Board recommend that the Board of Selectmen accept the roadway.
7. The Planning Board must provide the written recommendation to the Selectmen prior to the Selectmen discussing the acceptance of the subject roadway.

Dedication of Right-of-Way by Planning Board:

When a road or right-of-way for use by the public has been dedicated through a formal action of subdivision or Site Plan Review by the Auburn Planning Board, the developer is provided with a specific set of criteria to meet in order for the road or right-of-way to be determined to be a Town road. During construction, the developer will be monitored by the Town Engineer to ensure compliance with the requirements imposed by the Auburn Planning Board.

Once the road is complete, the developer shall request a final review by the Town Engineer. Based on their review, the Town Engineer shall submit a letter of completion or a punch list of work that remains to be done to the Planning Board. The Road Agent shall also review the road, potentially in concert with the Town Engineer, and indicate his or her recommendation concerning the acceptance of the road.

The developer shall also provide the Town with the appropriate deed of ownership of the road and/or the appropriate right-of-way and/or maintenance easement documents for recording. These documents will need to be reviewed by Town Counsel for acceptance.

The Planning Board may make a conditional recommendation of acceptance to the Board of Selectmen, conditions based on specific items for completion before acceptance should occur.

The Town Engineer's punch list must be completed and the appropriate deed and/or easement documents must be approved by Town Counsel prior to the final acceptance and formal approval of the road by the Board of Selectmen.

Once the road has obtained the recommendation for adoption from the Town Engineer, Road Agent and the Planning Board, the final vote of acceptance shall be by the Board of Selectmen in accordance with RSA 674:40-a.

Upon the approval of the Board of Selectmen, a "Town of Auburn Acceptance of Road" document (attached as Appendix A) will be submitted to the Town Clerk for formal recording and the inclusion of the road on the list of accepted roads by the Town.

TOWN OF AUBURN
~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

Layout of a Class V Highway:

When the Board of Selectmen are presented with a petition to layout an existing Class VI road as a Class V highway, the Board shall follow the process prescribed by RSA 231:8 and 231:22-a (V) inclusive of the formal public hearing process and ultimate determinations to be reached that there is public benefit to the proposed layout of a Class V highway.

Similar to the construction of a new road through a subdivision or Site Plan Review process, the party petitioning the Town for the layout of the Class V highway will be provided with conditions of improvement to the existing roadway or right-of-way that would have to be accomplished before the Town would change the status of the road and accept it as a Town maintained road.

During construction, the work will be monitored by the Town Engineer to ensure compliance with the requirements imposed by the Auburn Board of Selectmen.

Once the road is complete, the applicant shall request a final review by the Town Engineer. Based on their review, the Town Engineer shall submit a letter of completion or a punch list of work that remains to be done to the Board of Selectmen. The Road Agent shall also review the road, potentially in concert with the Town Engineer, and indicate his or her recommendation concerning the acceptance of the road.

The developer shall also provide the Town with the appropriate deed and/or the appropriate right-of-way and/or maintenance easement documents for recording. These documents will need to be reviewed by Town Counsel for acceptance.

The Town Engineer's punch list must be completed and the appropriate deed and/or easement documents must be approved by Town Counsel prior to the final acceptance and formal approval of the road by the Board of Selectmen.

Once the road has obtained the recommendation for adoption from the Town Engineer and Road Agent, the final vote of acceptance shall be by the Board of Selectmen in accordance with RSA 674:40-a.

Upon the approval of the Board of Selectmen, a “Town of Auburn Acceptance of Road” document (attached as Appendix A) will be submitted to the Town Clerk for formal recording and the inclusion of the road on the list of accepted roads by the Town.

Affirmative Vote of Town Meeting:

TOWN OF AUBURN
~~"DRAFT"~~ POLICY FOR ACCEPTANCE OF ROADS

Any road or street which has not received prior Planning Board approval or has not been laid out as a Class V road by the Board of Selectmen shall require an affirmative Town Meeting vote to accept the road as a Town road pursuant to the provisions of RSA 674:40, III.

In the event an individual(s) seek to have a road accepted by the Town through the Town Meeting form of acceptance, it is the intention of the Board of Selectmen to recommend that the same sort standard of conditions and requirements for acceptance be approved by the Town Meeting as would be implemented through the other two process outlined above.

Effective Date:

This policy shall take effect on ~~April 1, 2013~~ January 1, 2017.

Adopted by the Board of Selectmen the ~~18th~~ _____th day of ~~March~~ _____, ~~2013~~ 2016.

~~Russell C. Sullivan~~ James F. Headd

~~James F. Headd~~ Richard W. Eaton

~~Paul M. Raiche~~ Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, ~~2013~~ 2016

TOWN OF AUBURN
~~“DRAFT”~~ POLICY FOR ACCEPTANCE OF ROADS

~~Joanne T. Linxweiler~~ Kathleen A. Sylvia, Town Clerk