

**Town of Auburn  
Board of Selectmen  
February 13, 2017  
Town Hall  
7:00 p.m.**

**( ) Call to Order – Pledge of Allegiance**

Approval of Payroll for Week of February 6<sup>th</sup>, 2017

Approval of Accounts Payable for Week of February 13<sup>th</sup>, 2017

Consent Agenda – as of February 13<sup>th</sup>, 2017

**( ) Public Hearing** *(previously posted)*

Proposed amendment of Town of Auburn Parking Regulation Ordinance to address parking on Rockingham Road

**( ) Appointments with the Board**

**( ) New Business**

Bid Report – Sale of 2011 Ford Crown Victoria

Appointment of Duck Race / Auburn Day Committee Members

NHDRA Equalization Assessment for Tax Year 2016

Fiscal Issues for Rockingham County

Appointment of Parks & Recreation Coordinator

**( ) Old Business**

**( ) Other Business**

**( ) Minutes**

- January 30<sup>th</sup>, 2017 Public Meeting
- January 30<sup>th</sup>, 2017 Non-Public Meeting

*Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."*

## **PUBLIC NOTICE**

### **PUBLIC HEARING AUBURN, NEW HAMPSHIRE**

The Auburn Board of Selectmen will hold a public hearing on Monday, February 13, 2017 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning amending the Town of Auburn's "Parking Regulation Ordinance" pursuant to the provisions in NH RSA 41:11.

The proposed amendment would establish a no parking zone on the north side of Rockingham Road between Champagne Lane and Shea's Drive as recommended by the Fire Chief and the Highway Safety Committee.

Copies of the proposed ordinance is available for public review and inspection at the Auburn Town Hall, in addition to the Auburn Post Office and on the Town of Auburn web site ([www.townofauburnnh.com](http://www.townofauburnnh.com)).

BOARD OF SELECTMEN  
AUBURN, NH  
January 31, 2017

## TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

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SECTION 1: AUTHORITY: Pursuant to the authority granted under the New Hampshire Revised Statutes Annotated (RSA) Chapters 31:39-43; RSA 31:102; RSA 41:11; RSA 47:17; RSA 231:132-a, and other applicable statute under New Hampshire law, the following ordinance is enacted.

SECTION 2: PURPOSE: With discretion of authority, this ordinance for parking in specific places will be enforced to protect the general health, safety and welfare for the residents of the Town of Auburn and the general public. The ordinance is to utilize a system for the administrative enforcement of parking violations and collection of penalties, to be utilized prior to the service of a formal summons or complaint. This system will be administered by the police department. The system will include opportunities for persons who do not wish to contest parking violations to pay such penalties by mail. The system may also provide for a schedule of enhanced penalties the longer such penalties remain unpaid; provided however, that the penalty for any separate parking offense shall in no case exceed the maximum penalty for a violation in accordance with State Statute.

SECTION 3: DEFINITION: It shall be unlawful for any person, firm or corporation to stop, stand or park, any vehicle or cause the same to stop, stand or be parked at any time, on any roadway, intersecting roadway or highway, public or private parking lot, contrary to the provisions as set forth, within the Town of Auburn, New Hampshire. Any vehicle parked in the following locations further defined by RSA 265:68 and 265:69 shall be deemed to be in violation:

- a) On any public sidewalk
- b) On a public crosswalk
- c) In front of a public or private driveway
- d) Within thirty (30) feet of any stop or yield sign
- e) Within an intersection or within thirty (30) feet of an intersecting roadway
- f) Parked double along the roadway side of any other vehicle stopped or parked at the edge of curb of any street
- g) Upon any area of Town of Auburn property posted to prohibit parking
- h) Upon any way when the principal purpose is displaying the vehicle for sale
- i) Upon the travel portion of any roadway so as to obstruct the movement of traffic within the travel lane
- j) Upon any roadway against traffic or facing approaching traffic
- k) At any place where official signs specifically prohibit parking
- l) In any designated Fire Lane
- m) Within 15 feet of a fire hydrant or sprinkler supply head
- n) In any area designated as Handicapped Parking

## TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

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SECTION 4: INCLUSIVE: This chapter and section expressly includes, but is not limited to, the following public parking areas within the bounds of the Town of Auburn:

- a) Auburn Town Hall
- b) Auburn Public Safety Complex
- c) Athletic Field adjacent to Safety Complex
- d) Auburn Fire Department – Pingree Hill Station
- e) Auburn Village School
- f) Griffin Free Public Library
- g) Wayne Eddows Recreational Fields
- h) Circle of Fun Playground
- i) Bicentennial Park
- j) Appletree Park

SECTION 5: NO PARKING ZONES: This chapter and section expressly includes specific sections of Town of Auburn roads where specific “No Parking Zones” are established.

- a) AUBURN VILLAGE SCHOOL / EATON HILL ROAD: In consideration for the specific safety considerations associated with the school zone on Eaton Hill Road, in addition to its proximity with the Auburn Safety Complex and the need for emergency vehicles to have a clear travel path to respond to calls for service, there shall be parking allowed only on the school side of the street. It shall be unlawful for any persons, firm or corporation to park a motor vehicle at any time on the south side of Eaton Hill Road opposite the Auburn Village School and the Auburn Village Cemetery.
- b) **ROCKINGHAM ROAD: In consideration for the specific safety considerations associated with the business area on Rockingham Road and the need for emergency vehicles to have a clear travel path to respond to calls for service throughout this area, there shall be parking allowed only on the south side of the Rockingham Road between Champagne Lane and Shea’s Drive. It shall be unlawful for any persons, firm or corporation to park a motor vehicle at any time on the north side of Rockingham Road between Champagne Lane and Shea’s Drive.**

SECTION 6: WINTER PARKING BAN: It shall be unlawful for any persons, firm or corporation to stop, stand or park a motor vehicle at any time contrary to any of the following provisions of this Section:

## TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

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Within the Town of Auburn, from November 15<sup>th</sup> to April 1<sup>st</sup>, no parking is permitted on any public street or any town-owned right of way, or in any town-owned parking lot between 12:00 midnight and 6:00 AM.

In the event of a winter snowstorm requiring snow plowing and/or removal as deemed necessary by the Auburn Road Agent, it shall be unlawful for any person, firm or corporation having custody and/or control of any vehicle to park or cause the same to be parked within the public right of way, or on any public street or any town-owned parking lot during a snow storm.

Vehicles interfering with snow plowing or removal operations may be ticketed and/or towed at the owner's expense.

**SECTION 7: ENFORCEMENT:** The Chief of Police of the Town of Auburn or his or her duly appointed agents are hereby authorized to provide written notice of violation containing a description of the parking offense and any applicable schedule of penalties. Affixed to the vehicle at the time of offense, the notice shall be deemed adequate service of process on the vehicle owner.

If the administrative enforcement is unsuccessful at resolving the alleged parking violations, a summons may be issued as in the case of other violations of the Motor Vehicle Code, Title XXI, of the New Hampshire Revised Statutes Annotated, to include the use of the procedure for plea by mail set forth in Chapter 502-A:19b of the State Statutes.

**SECTION 8: RESPONSIBILITY:** All violations of parking restrictions and charges shall be deemed the responsibility of the registered owner of said vehicle. Such registration may be proven as set forth in RSA 261:60. Said registered owner shall be conclusively presumed to be in control of the vehicle at the time of the parking violation, and no evidence of actual control or culpability need be proven as an element of the offense in accordance with RSA 231:132-A.

**SECTION 9: PENALTIES:** All of the prohibited conduct outlined herein shall be defined as a violation under New Hampshire RSA 625:9 V, and a person found to be guilty of said violation shall be subject to the penalties of NH RSA 651:2 IV (a), or as otherwise outlined in Statute, except that optional procedures set forth in Section 9: Procedures for Payment may be used in lieu of court proceedings for any such violations.

**SECTION 10: PROCEDURES FOR PAYMENT:**

- a) The operator or owner may, within seven (7) days of the time when a notice of violation was attached to the vehicle, pay to the Town of Auburn by mail or

## TOWN OF AUBURN PARKING REGULATIONS ORDINANCE

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- personal appearance at the Auburn Police Department the applicable fine amount pursuant to fine schedule in Section 10 c.
- b) Failure by the owner or operator to make a payment within fourteen (14) days may result in the issuance of a summons to the owner to appear in the District Court to answer to the charges of violating the ordinance as provided in RSA 231:132-a.
- c) Administrative Enforcement of Parking Violations – Schedule of Penalties

Violation	Fine	Fine after 7 Days
No Parking Zone	\$20.00	\$40.00
Night Parking Prohibited	\$20.00	\$40.00
Snow Emergency	\$25.00	\$50.00
Fine Lane/Hydrant	\$50.00	\$100.00
Tow Zone	\$15.00	\$30.00
Disability Place	\$250.00	\$500.00

SECTION 11: REMOVAL: Any vehicle parked in violation of this ordinance may be ordered towed by the Auburn Police Department at the expense of the owner or custodian of said vehicle.

SECTION 12: EXCEPTIONS: Restrictions described in this chapter shall not apply when directed by a police officer for official or emergency purposes, or to emergency vehicles while on official business. The Chief of Police or his or her designee is authorized and empowered to make and enforce temporary parking regulations to cover emergencies, special conditions and special events

### **Effective Date:**

The original Parking Regulations Ordinance was adopted on November 3, 2014 and took effect on December 1, 2014.

The Ordinance was subsequently amended on September 28, 2015 to take effect on October 1, 2015. And was further amended on October 26, 2015 to take effect on November 1, 2015. **And was further amended on \_\_\_\_\_ to take effect on \_\_\_\_\_.**

Adopted by the Board of Selectmen the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

TOWN OF AUBURN  
PARKING REGULATIONS ORDINANCE

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James F. Headd

\_\_\_\_\_  
Richard W. Eaton

\_\_\_\_\_  
Dale W. Phillips  
AUBURN BOARD OF SELECTMEN

Received and recorded this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Kathleen A. Sylvia, Town Clerk

# TOWN OF AUBURN, NEW HAMPSHIRE

## BID CANVAS REPORT

PROJECT: SURPLUS POLICE  
CRUISER

Date: January 31, 2017  
Time: 2:00 PM

<i><b>Vendor</b></i>	<i><b>Bid Submitted</b></i>
Thomas R. Smith. Auburn	\$ 261.00
Bradford Remillard Auburn	\$4,300.00
Calvin Kapos Goffstown	\$ 650.00
John Brock Manchester	\$1,001.00
Yousef Dabbagh Island Lake, IL	\$ 868.00



**PUBLIC NOTICE  
AUBURN, NEW HAMPSHIRE**

**PUBLIC SALE**

The Town of Auburn is offering the following for sale by sealed bid:

- 2011 Ford Crown Victoria  
Color: White  
Front Push Bumper & Utility Spotlight  
Mileage – 69,192

The vehicle is offered for sale on an "as is" basis with no warranty expressed or implied. The vehicle had most recently been used by the Town Building Inspector and was previously used as a police cruiser. The vehicle is available for inspection at the Auburn Town Hall during normal business hours.

Sealed bids indicating the amount offered should be submitted in a sealed envelope marked "AUTOMOBILE BID". Bids must be received at the Selectmen's Office, 47 Chester Road (P.O. Box 309), Auburn, NH 03032 no later than 2:00 P.M. on Tuesday, January 31, 2017.

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

TOWN OF AUBURN  
January 11, 2017

## Bill Herman

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**From:** Susan and David Jenkins <sprucie75@comcast.net>  
**Sent:** Tuesday, January 31, 2017 2:51 PM  
**To:** Bill Herman  
**Subject:** Fw: Duck Race Committee

Hi Bill – Here are the official members of the “Duck Team” – thanks!

Daniel J. Carpenter,

Susan & Dave Jenkins,

David Rogers

Pat Clement are the OFFICIAL Committee members.

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You are right Sue.

As long as I have the names of “who”, we can have BOS appoint the committee members at any time. Their next meeting will be on February 13<sup>th</sup>.

They approved the two raffle permits last night and I can give you the originals tomorrow.

Bill

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**From:** Susan and David Jenkins [mailto:sprucie75@comcast.net]  
**Sent:** Tuesday, January 31, 2017 6:56 AM  
**To:** Bill Herman <townadmin@townofauburnnh.com>  
**Subject:** Duck Race Committee

Morning Bill – Just sending this as a reminder to me more than you – so I don’t forget – We have a committee for this years duck race – so I think we need to appoint people so that we are under the Town’s insurance. Will follow up with tomorrow if I remember!  
Thanks,  
Sue

Dave & Sue Jenkins

**Town of Auburn**  
**VOLUNTEER APPOINTMENT**

Mr. Daniel Carpenter  
441 Chester Turnpike  
Auburn, NH 03032

Dear Dan:

You are hereby recognized as a volunteer of the Town of Auburn for the purpose of participating in (Project): DUCK RACE COMMITTEE scheduled between February 1, 2017 and October 1, 2017.

Your tenure as a volunteer will continue until your resignation or until your termination by the Town or the end of the project, whichever comes first.

The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

Thank you for your service to the Town of Auburn.

\_\_\_\_\_  
James F. Headd, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard W. Eaton, Vice Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale W. Phillips, Selectman  
AUBURN BOARD OF SELECTMEN

\_\_\_\_\_  
Date

# Town of Auburn

## Volunteer Service Statement & Agreement

Date: February 13, 2017

I make this **Statement** following uncompensated services to my community and **Agreement** in order to provide, and to be authorized to perform, the

DUCK RACE COMMITTEE

under the  
(Describe Project Volunteers will be Doing)

direction of: Daniel Carpenter  
(Supervisor of Volunteer (s))

between February 1st and October 1st 2017  
(Starting Date) (Ending Date)

In performing the specified volunteer service, I acknowledge:

- that I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- that I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them;
- that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify and hold harmless the Town, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless, wanton or intentional conduct while participating in this activity.;
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Auburn, and will honor the direction of the Town of Auburn officials to suspend or terminate service;
- that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Town of Auburn.

Volunteer: Daniel Carpenter

Address: 441 Chester Turnpike, Auburn, NH 03032

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature of Volunteer:

\_\_\_\_\_

Date: \_\_\_\_\_

To be executed prior to issuing letter of appointment under RSA 508:17

**Town of Auburn**  
**VOLUNTEER APPOINTMENT**

Ms. Patricia Clement  
10 Eaton Hill Road  
Auburn, NH 03032

Dear Pat:

You are hereby recognized as a volunteer of the Town of Auburn for the purpose of participating in (Project): DUCK RACE COMMITTEE scheduled between February 1, 2017 and October 1, 2017.

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The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

Thank you for your service to the Town of Auburn.

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James F. Headd, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard W. Eaton, Vice Chairman

\_\_\_\_\_  
Date

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Dale W. Phillips, Selectman  
AUBURN BOARD OF SELECTMEN

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- that I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them;
- that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify and hold harmless the Town, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless, wanton or intentional conduct while participating in this activity.;
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Auburn, and will honor the direction of the Town of Auburn officials to suspend or terminate service;
- that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Town of Auburn.

Volunteer: Patricia Clement

Address: 10 Eaton Hill Road, Auburn, NH 03032

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature of Volunteer:

\_\_\_\_\_

Date: \_\_\_\_\_

To be executed prior to issuing letter of appointment under RSA 508:17

**Town of Auburn**  
**VOLUNTEER APPOINTMENT**

Mrs. Susan Jenkins  
75 Spruce Lane  
Auburn, NH 03032

Dear Sue:

You are hereby recognized as a volunteer of the Town of Auburn for the purpose of participating in (Project): DUCK RACE COMMITTEE scheduled between February 1, 2017 and October 1, 2017.

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The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

Thank you for your service to the Town of Auburn.

\_\_\_\_\_  
James F. Headd, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard W. Eaton, Vice Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale W. Phillips, Selectman  
AUBURN BOARD OF SELECTMEN

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# Town of Auburn

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(Supervisor of Volunteer (s))

between February 1<sup>st</sup> and October 1<sup>st</sup> 2017  
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- that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify and hold harmless the Town, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless, wanton or intentional conduct while participating in this activity.;
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Auburn, and will honor the direction of the Town of Auburn officials to suspend or terminate service;
- that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Town of Auburn.

Volunteer: Susan Jenkins

Address: 75 Spruce Lane, Auburn, NH 03032

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature of Volunteer:

\_\_\_\_\_ Date: \_\_\_\_\_

To be executed prior to issuing letter of appointment under RSA 508:17



**Town of Auburn**  
**VOLUNTEER APPOINTMENT**

Mr. David Jenkins  
75 Spruce Lane  
Auburn, NH 03032

Dear Dave:

You are hereby recognized as a volunteer of the Town of Auburn for the purpose of participating in (Project): DUCK RACE COMMITTEE scheduled between February 1, 2017 and October 1, 2017.

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The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

Thank you for your service to the Town of Auburn.

\_\_\_\_\_  
James F. Headd, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard W. Eaton, Vice Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale W. Phillips, Selectman  
AUBURN BOARD OF SELECTMEN

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Date

# Town of Auburn

## Volunteer Service Statement & Agreement

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DUCK RACE COMMITTEE

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- that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Town of Auburn.

Volunteer: David Jenkins

Address: 75 Spruce Lane, Auburn, NH 03032

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature of Volunteer:

\_\_\_\_\_

Date: \_\_\_\_\_

To be executed prior to issuing letter of appointment under RSA 508:17

**Town of Auburn**  
**VOLUNTEER APPOINTMENT**

Mr. David Rogers  
166 Rockingham Road  
Auburn, NH 03032

Dear Dave:

You are hereby recognized as a volunteer of the Town of Auburn for the purpose of participating in (Project): DUCK RACE COMMITTEE scheduled between February 1, 2017 and October 1, 2017.

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The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

Thank you for your service to the Town of Auburn.

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James F. Headd, Chairman

\_\_\_\_\_  
Date

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Richard W. Eaton, Vice Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dale W. Phillips, Selectman  
AUBURN BOARD OF SELECTMEN

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# Town of Auburn

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**DUCK RACE COMMITTEE**

under the  
(Describe Project Volunteers will be Doing)

direction of: Daniel Carpenter  
(Supervisor of Volunteer (s))

between February 1st and October 1st 2017  
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- that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify and hold harmless the Town, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless, wanton or intentional conduct while participating in this activity.;
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- that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Town of Auburn.

Volunteer: David Rogers

Address: 166 Rockingham Road, Auburn, NH 03032

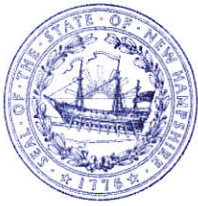
Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature of Volunteer:

\_\_\_\_\_ Date: \_\_\_\_\_

To be executed prior to issuing letter of appointment under RSA 508:17



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



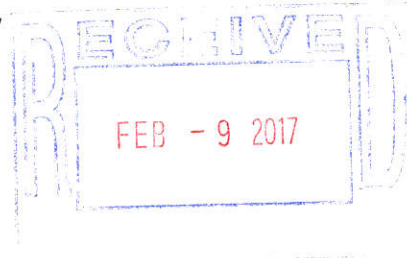
John T. Beardmore  
Commissioner

Lindsey M. Stepp  
Assistant Commissioner

TOWN OF AUBURN  
OFFICE OF SELECTMEN  
PO BOX 309  
AUBURN

NH 03032

2/8/2017



MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

Josephine Belville  
Assistant Director

Dear Selectmen/Assessing Officials:

The Department of Revenue Administration is charged with the responsibility of annually equalizing the local assessed valuation of municipalities and unincorporated places throughout the state. The Department has conducted a sales-assessment ratio study using market sales, which have taken place in your municipality between October 1, 2015 and September 30, 2016. Based on this information, we have determined the average level of assessment of land, buildings and manufactured housing as of April 1, 2016.

The sales values have been determined from revenue stamps and verified whenever possible. When it appears that changes in the assessed values of properties have been made solely because of the sale price, the assessed values prior to the sale have been used.

Based on the enclosed survey, we have determined a median ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2016 to be **90.5%**. The median ratio is the generally preferred measure of central tendency for assessment equity, monitoring appraisal performance, and determining reappraisal priorities, or evaluating the need for reappraisal. The median ratio, therefore, should be the ratio used to modify the market value of properties under review for abatement to adjust them in accordance with the overall ratio of all properties in your municipality.

We have also determined the overall equalization assessment - sales ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2016 to be **90.8%**. This ratio will be used to equalize the modified local assessed valuation for all land, buildings and manufactured housing in your municipality. This ratio does not include any public utility property in your municipality, nor will it be used to equalize the net local assessed value of public utilities.

In an effort to provide municipalities with more detailed information regarding their level of assessment (i.e. equalization ratio) and dispersion (i.e. coefficient of dispersion and price-related differential), we have prepared separate analysis sheets for various property types (stratum). See attached summary sheet showing your municipality's stratified figures and a further explanation of the D.R.A.'s stratified analysis.

**Please review the enclosed list of sales used in determining your assessment-sales ratio. If any incorrect data has been used, or if you would like to meet with me to discuss this ratio or an alternate ratio methodology as outlined in the accompanying information sheet, please contact me immediately.**

You will be notified of your municipality's total equalized valuation when the Department has completed its process of calculating the total equalized valuation.

Sincerely,

Linda C. Kennedy,  
Manager

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*



## 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: February 9, 2017

Re: Financial Items Concerning Rockingham County

During the past week, we have become aware of HB 144 in the current session of the legislature which would change the budgeting process for Rockingham County by changing their fiscal year from a calendar year (like the Town's) to a fiscal year (like the school district's). In and of itself, this does not pose a significant issue or concern for the Town, and there can be some financial benefits for the County in moving in this direction.

However, there are some potential concerns or issues that could affect all the municipalities throughout Rockingham County associated with this change, in addition to an item of concern in the current proposed budget for FY 2017. Several municipal managers and administrators in the county, with some assistance from the NH Municipal Association, are working together to gain information from county officials in order to be able to better inform boards such as the Auburn Board of Selectmen about potential financial impacts their communities might face. Of concern at this point are:

- 1) The 2017 County Budget does not include an amount for Tax Anticipation Note Interest. The County normally borrows operating funds throughout the year and then are paid by the municipalities their respective share of county taxes by December 17<sup>th</sup> of each year. A rumor we had heard is the County is considering semi-annual tax billing to the municipalities, which might allow the County to avoid the need to borrow money. That is good for the County, but could force the municipalities to then do so in order to maintain their cash flow. For Auburn, such a change could force the Town to pay a \$300,000+ expense in June when it normally does not do so, forcing the Town into the position of having to borrow a Tax Anticipation Note to meet its obligations, but also incur the cost of interest for borrowing that money.
- 2) In making the change from a calendar year to a fiscal year, the initial "transition" year requires an 18-month budget to bridge the gap between the two schedules, as opposed to a 12-month budget. We are seeking information as to the county's plan for covering that transition. One option is they could simply plan on billing the communities for an 18-month budget versus a 12-month, resulting in a spiked tax rate.

There is no action for the Board to take at this time. We are merely advising the Board of some moving parts here and will be reporting back with more information as it becomes available.

Thank you for your consideration.

Attachment

HB 144 - AS INTRODUCED

2017 SESSION

17-0135  
10/05

HOUSE BILL

***144***

AN ACT           relative to procedures for adoption of the budget for Rockingham County.

SPONSORS:       Rep. Major, Rock. 14; Rep. Weyler, Rock. 13; Rep. Cushing, Rock. 21; Rep. Welch,  
Rock. 13

COMMITTEE:      Municipal and County Government

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ANALYSIS

This bill changes the procedures for meetings, votes, transfers and reports related to the annual adoption of the county budget for Rockingham county to be the same as those used in Hillsborough county.

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Explanation:     Matter added to current law appears in ***bold italics***.  
                      Matter removed from current law appears ~~[in brackets and struck through.]~~  
                      Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Seventeen*

AN ACT relative to procedures for adoption of the budget for Rockingham County.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1       1 Rockingham County; Budget. Amend the section heading and introductory paragraph of RSA  
2       24:13-c to read as follows:

3       24:13-c Hillsborough County **and Rockingham County**. Notwithstanding any other law to  
4       the contrary the following procedures shall apply in Hillsborough county **and Rockingham**  
5       **county**:

6       2 Rockingham County Removed. Amend RSA 24:21-b to read as follows:

7       24:21-b [~~Rockingham and~~] Strafford [~~Counties~~] **County**. Notwithstanding any other law to the  
8       contrary regarding the date for submitting budget estimates, the following procedures shall apply in  
9       [~~Rockingham and~~] Strafford [~~counties~~] **county**:

10       I.~~(a)~~ The county commissioners shall, annually prior to January 15, deliver or mail to each  
11       member of the county convention who will be in office on the date that appropriations are voted,  
12       and to the chairperson of the board of selectmen in each town, and the mayor of each city within the  
13       county, and to the secretary of state, their itemized recommendations of the sums necessary to be  
14       raised for the county in the following fiscal year. Such recommendations shall state in detail the  
15       objects for which the money is required, together with a statement of actual expenditures and  
16       income for at least 9 months of the preceding calendar year. All moneys to be appropriated by the  
17       county must be stipulated in the budget on a "gross" basis, showing revenues from all sources,  
18       including grants, gifts, bequests and bond issues, as offsetting revenues to appropriations affected.

19       ~~[(b) In Rockingham county only, the county commissioners shall, in addition to the~~  
20       ~~information required in subparagraph (a), annually prior to January 15 deliver or mail to each~~  
21       ~~member of the county convention who will be in office on the date that appropriations are voted,~~  
22       ~~their estimate of capital expenditures which they are requesting to be expended in the following~~  
23       ~~fiscal year, when the total project amount is in excess of \$ 50,000. The capital expenditure request~~  
24       ~~shall list estimates of the costs of land, construction, furnishings, and equipment. The request shall~~  
25       ~~also include the square footage, estimates of annual operating and maintenance costs, program~~  
26       ~~descriptions, the number of people involved, and the estimated amount of time needed to complete~~  
27       ~~each project.]~~

28       II. The county convention shall not vote any appropriations for the following budget period  
29       until 28 days after the mailing of the recommendations required in paragraph I. Appropriations for  
30       the first year of each biennium may not be voted until after the first meeting of the county  
31       convention under RSA 24:9-a.



**HB 144 - AS INTRODUCED**

**- Page 2 -**

1        3 Effective Date. This act shall take effect 60 days after its passage.

## Bill Herman

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**From:** Laura Collins <lcollins@co.rockingham.nh.us>  
**Sent:** Thursday, February 09, 2017 8:33 AM  
**To:** Bill Herman  
**Subject:** RE: Inquiry for Commissioner Coyle

Good morning Mr. Herman:

Thank you for your email. I have forwarded this to Commissioner Coyle and Charles Nickerson (Finance Director) to provide you a response to your questions.

Thank you,  
Laura

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**From:** Bill Herman [mailto:townadmin@townofauburnnh.com]  
**Sent:** Thursday, February 09, 2017 8:30 AM  
**To:** Laura Collins <lcollins@co.rockingham.nh.us>  
**Subject:** Inquiry for Commissioner Coyle  
**Importance:** High

Good Morning –

Many of the municipal managers and administrators throughout Rockingham County have recently become aware of House Bill 144 which we generally understand seeks to move Rockingham County from a calendar year to a fiscal year budget structure. While we collectively understand the intention and potential benefits of changing fiscal years, we are surprised there has been no information sharing on this potential.

I believe I read somewhere that this would become effective in 2018, as the Commissioners have already proposed a budget for 2017, which was sent to our municipalities with a cover letter dated January 12, 2017.

This legislative proposal has led to a number of questions and concerns among the managers of the Rockingham County communities, which leads me to seek information on three questions:

- 1) How does the County Commissioners intend to fund the “transition” year from a calendar year to a fiscal year when an 18-month budget needs to be adopted and funded? Are you just planning to seek an additional six-month of money from the municipalities, or have you been putting money aside to not have a one-time financial hit to the taxpayers for the transition?
- 2) We have read through the Rockingham County Commissioners 2017 budget proposal and find that there is no money budgeted to pay interest for a Tax Anticipation Note. How does the County intend to cover its cash flow needs in 2017 if you do not intend to take a Tax Anticipation Note?
- 3) Does Rockingham County intend to try to move to semi-annual tax billing to the municipalities instead of the annual billing structure that is currently in place?

With many of us needing to report to our governing boards on this potential change and make them aware possible impacts it may have on our communities’ finances, having the answers to these three questions can only be of benefit to all of our organizations.

Thank you for your consideration.

*Bill*

Bill Herman, CPM  
Town Administrator  
Town of Auburn  
PO Box 309  
Auburn, NH 03032  
(603) 483-5052, ext. 111

*NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.*

# Rockingham County Commissioners

Kevin L. Coyle, Chair  
Kevin St. James, Vice Chair  
Thomas Tombarello, Clerk

119 North Road  
Brentwood, NH 03833



Telephone: 603-679-9350  
Facsimile: 603-679-9354

commissioners@  
co.rockingham.nh.us

January 12, 2017

To the Towns, City, and Elected Officials of Rockingham County:

Enclosed please find the Rockingham County Commissioners 2017 budget proposal. The budget of \$81,006,766 reflects an increase from last year of \$310,386 or a 0.38 percent increase in County appropriations. The County Commissioners and the County Delegation approved seven new union contracts during 2016, and the majority of the increase relates to the new costs incurred for County employees.

The County's single largest expense of \$17,866,423 is mandated by the legislature and relates to care for the elderly and disabled in Rockingham County. This increased 0.6 percent, or \$110,749, over the prior year appropriations for categorical assistance. The effect of what the State's managed care program will be on the nursing home is unknown, but any increased costs associated with the implementation of this new program may increase taxes. We are concerned that having to work with multiple Managed Care Organizations will increase our administrative burden. These costs are established by the New Hampshire Legislature as part of their biennial budget process; the County has no control over these costs or their increases but is involved with discussions with the NHAC and DHHS regarding the County's role in the final version of the State's managed care program.

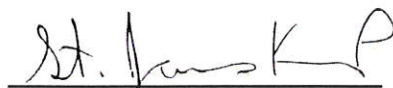
Pay and benefits account for 50.3 percent of the Rockingham County budget. As part of this year's budget we have substantially revamped the pay structure based upon a salary and benefits survey conducted in 2016. As mentioned, during 2016 we successfully completed negotiations with all of our seven union bargaining units. The County will also face a 12 percent increase in Group II New Hampshire Retirement System rates, effective July 1, 2017. The County has continued to successfully self-fund its health plan which has resulted in decreased costs.

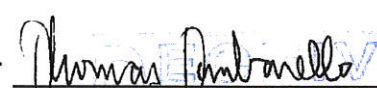
During 2017, the County intends to undertake substantial renovations to its nursing home for the first time since it was constructed in 1956. This will lead to state-of-the-art care being delivered to our residents. The project is expected to kick off in late January and be completed by early 2018, with some units opening in late 2017.

We look forward to working with the County's towns, city, and the legislative Delegation to continue to provide countywide services at reasonable costs. We want to thank our department heads and all the state legislators who worked on this budget. The enclosed documents provide the details of our budget. Please know your ideas and thoughts are always appreciated and encouraged.

Sincerely,

  
Kevin L. Coyle, Chair

  
Kevin St. James, Vice Chair

  
Thomas Tombarello, Clerk

JAN 17 2017

## 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: January 31, 2017  
Re: Parks & Recreation Coordinator Position

Following your meeting on January 30, 2017, Amy Lachance of Auburn was in contact with me on January 31<sup>st</sup> to accept the offer the Board of Selectmen had made for the vacant Parks and Recreation Administrative Assistant position.

It was agreed the starting rate of pay would be \$16.21, which is a Labor Grade 4, Step 7 on the Town of Auburn Wage Schedule. Further, we established Monday, February 13, 2017 as the official start date.

During our conversation, Amy asked if it were possible to consider changing the title of the position from "Parks & Recreation Administrative Assistant" to Parks & Recreation Coordinator". There would be no changes to the job duties and expectations, just the job title.

The proposed title is perhaps more reflective of the totality of the tasks included in the job description, and may be more aligned to other communities and individuals who comprise the NH Parks and Recreation Association which Amy would become involved with on behalf of the Town of Auburn as part of this position.

For the Board's consideration, we would recommend the approval of the requested change at this time to have it in place at the time of hire instead of potentially changing it at some later point in time. This does not change any of the duties or expectations of the position.

Should the Board be in agreement with this approach, then two motions would be in order for the public record:

*Move to approve changing the job title of 'Parks and Recreation Administrative Assistant' to 'Parks and Recreation Coordinator'.*

*Move to approve the appointment of Amy Lachance to the position of Parks & Recreation Coordinator effective February 13, 2017, and to establish a rate of pay as a Labor Grade 4, Step 8.*

Thank you for your consideration.