

**Town of Auburn  
Board of Selectmen  
April 16, 2018  
Town Hall**

**6:00 p.m.**

- ( ) **Non-Public Session pursuant to RSA 91-A: 3, II (b) and (c)**  
Consideration of hiring a person as a public employee and Reputation of individuals other than a member of the Board

**7:00 p.m.**

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

Approval of Accounts Payable for the Week of April 9, 2018 -- \$853,003.45  
Approval of Payroll for the Week of April 16, 2018 --  
Approval of Consent Agenda – Week of April 16, 2018, 2018

- ( ) **Appointments with the Board**

Loren Martin of Avitar Associates and Keith Gagnon of NH Department of Revenue Administration – Auburn Revaluation Project for 2018

- ( ) **New Business**

Volunteers for Appointment as Alternate Members of the Zoning Board of Adjustment  
Authorization for FY 2017 Audit of Town Financial Records  
April 2018 Testing of Groundwater Samples at Former Landfill Property  
2018 Update of Auburn Capital Improvement Plan  
Potential Follow-up to MRI Recommendations for Auburn Police Department  
MRI Town Hall Operational Study Recommendations  
Potential Lamp Post Banners for Auburn

- ( ) **Old Business**

- ( ) **Other Business**

- ( ) **Minutes**

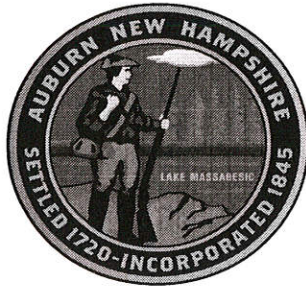
- April 2, 2018 Public Meeting
- April 2, 2018 Non-Public Meeting (x 3)
- April 9, 2018 Non-Public Meeting

- ( ) **Adjourn**

*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: April 12, 2018

Re: Volunteers for Alternate Member – Zoning Board of Adjustment

On April 6<sup>th</sup>, former Planning Board member and Chair Charles “Stoney” Worster came to the Town Hall to advise Land Use Administrator Denise Royce and myself that he was interested and willing to serve as an alternate member of the Zoning Board of Adjustment (ZBA).

On April 11<sup>th</sup>, Dennis Vieira of Pond View Drive also came to the Town Hall to volunteer to serve as an alternate member of the Zoning Board of Adjustment. We asked him to complete the attached application form for your review.

ZBA Chair Mark Wright has expressed an interest in securing several additional alternate ZBA members to ensure the Board would be in a better position of always having a quorum to conduct business. By statute (RSA 673:6), the ZBA may have not more than five alternate members. At the present time, there are two – Robert Beaurivage whose term expires in 2019, and Dale Phillips, who you just appointed to a term to expire in 2021.

In considering these potential appointments, we would encourage the Board to consider appointing Mr. Worster to a term of office to expire in 2020 and Mr. Vieira to a term of office to expire in 2019. These initial terms would help to establish three-year rotating terms between all of the alternate members as required by statute.

If the Board is inclined to appoint Mr. Vieira and Mr. Worster to the Zoning Board of Adjustment, the following motions would be appropriate:

*Move to appoint Dennis M. Vieira as an alternate member of the Zoning Board of Adjustment with a term to expire in March 2019.*

*Move to appoint Charles M. Worster as an alternate member of the Zoning Board of Adjustment with a term to expire in March 2020.*

Thank you for your consideration.

## APPLICATION FOR BOARDS/COMMITTEES

NAME: DENNIS M. VIEIRA DATE: 4-11-18

ADDRESS: 25 POND VIEW DRIVE

TELEPHONE: 483-2355

BOARD/COMMITTEE APPLYING FOR: ZONING BOARD OF ADJUSTMENT

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? YES

Please list any experience, skills and/or qualifications which you feel would

especially suit you for this position: 25 YEARS EXPERIENCE AS  
INSURANCE ADJUSTER/SPECIAL INVESTIGATOR INCLUDING  
LARGE + SMALL OIL SPILLS, TRAINED MANY YEARS AGO FOR WETLAND  
IMPACT

### EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	<u>VARNUM SCHOOL</u>		<u>8</u>	<u>GRAD</u>
Highschool	<u>LOWELL HIGH SCHOOL</u>	<u>COLLEGE</u>	<u>4</u>	<u>GRAD</u>
College				

Other (Specify) METROPOLITAN INS CO MULTI LINES TRAINING  
SENTRY INSURANCE (SAME TRAINING) AUTOMOTIVE TECH SCHOOLS  
TOO MANY TO LIST.

### CURRENT EMPLOYER

Name of Company: RETIRED Length of Employment: \_\_\_\_\_

Describe your position: \_\_\_\_\_

\_\_\_\_\_

Additional comments: I COULD BE OF SERVICE TO THIS

BOARD BECAUSE OF LIFE LONG TRAINING & EXPERIENCE

Signature: Dennis M. Vieira

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E-Mail:  
townadmin@townofauburnnh.com

To: Board of Selectmen

From:  Bill Herman, CPM, Town Administrator

Date: April 13, 2018

Re: Confirmation and Authorization of FY 2017 Audit by Vachon Clukay & Company

Finance Director Adele Frisella has been in contact with the Town's current auditing firm, Vachon Clukay & Company of Manchester, to schedule the audit of the Town's FY 2017 accounts. At this point, I believe they are scheduled to commence work in Auburn in mid-May 2018.

Vachon Clukay is seeking a signed confirmation and authorization for the FY 2017, which is attached for your review.

The outline is the standard audit expectations and work efforts, and at \$11,950, is the budgeted amount for this activity within the FY 2018 budget.

The auditing firm seeks the confirmation and authorization letter to be signed by the Chair of the governing board of the Town. Assuming the Board is in agreement with moving forward with the 2017 audit, it would be appropriate for the Board to consider the following motion:

*Move to authorize Selectman Chair James Headd to sign the confirmation and authorization letter for the Town's FY 2017 audit with Vachon Clukay & Company PC of Manchester at a cost of \$11,950.*

Thank you for your consideration.

Attachment



March 23, 2018

Board of Selectmen  
Town of Auburn  
47 Chester Road  
Auburn, New Hampshire 03032

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide the Town of Auburn, New Hampshire for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Auburn, New Hampshire as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Auburn, New Hampshire's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Auburn, New Hampshire's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis)
- Schedule of Funding Progress for Other Post-Employment Benefits
- Schedule of Changes in the Town's Proportionate Share of the Net Pension Liability
- Schedule of Town Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Auburn, New Hampshire's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we

will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining Balance Sheet – Governmental Funds – All Nonmajor Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds – All Nonmajor Funds

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Auburn, New Hampshire's financial statements. Our report will be addressed to the Board of Selectmen of the Town of Auburn, New Hampshire. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Auburn, New Hampshire's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of the Town of Auburn, New Hampshire in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Jarad J. Vartanian, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, etc.) and will approximate \$11,950. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

#### **Distribution of the Auditor's Report**

Our report on the financial statements must be associated only with the financial statements that were the subject of our audit engagement. You may make copies of our report but only if the entire financial statements are reproduced and distributed with our report. You may not use our report with any other financial statements that are not the subject of this audit engagement.

We appreciate the opportunity to be of service to Town of Auburn, New Hampshire and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,

*Vachon Cloutier & Company PC*



RESPONSE:

This letter correctly sets forth the understanding of the Town of Auburn, New Hampshire.

Governance signature: \_\_\_\_\_

Title: Chairman, Board of Selectmen \_\_\_\_\_

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



## AUTHORIZATION FOR ADDITIONAL SERVICES

"STANTEC"	STANTEC CONSULTING SERVICES INC.	Date	5 April 2018
		STANTEC Project #	191710504
		STANTEC Pipeline #	NA
CLIENT	5 Dartmouth Drive, Suite 101, Auburn, NH 03032 Ph: (603) 669-8672 Fx: (603) 669-7636 email: dave.allwine@stantec.com TOWN OF AUBURN, NH	Client Project #	NA
	Town of Auburn, 47 Chester Road, Auburn, NH 03032 Ph: (603) 483-5052 Fx: (603) 483-0518 email: townadmin@townofauburnnh.com		
Project Name and Location:	Auburn Town Landfill, Chester Turnpike, Auburn, NH	Change Order #	1

This is authorization for STANTEC to perform additional services on the project as noted above.

- A. STANTEC agrees to perform the following additional service(s):
- Per the request of NHDES on 4/5/2018, collect samples from wells MW-1 to MW-4 and the on-site dug well during the April 2018 GMP sampling event and analyze samples plus a field blank (total of 6 samples) for per- and polyfluoroalkyl substances (PFAS) by EPA Method 537 modified (isotope dilution method), 9 isomer list.**
- B. CLIENT agrees to compensate STANTEC for such additional services in accordance with the terms of the initial agreement for additional amount(s) stated below:
- \$2,500.00 lump sum.**
- C. All other terms and conditions of the original agreement shall remain in full force and effect.

Effect on Schedule: No effect on schedule.

By signing below, the parties agree and affirm that each has reviewed and understands the provisions set out above and that each party shall be bound by each and all of said provisions. A copy of this agreement shall serve and may be relied upon as an original.

### STANTEC CONSULTING SERVICES INC.

Signature: David Allwine  
Print Name and Title: David Allwine, Senior Associate  
Date Signed: 4/5/2018

### TOWN OF AUBURN, NH

Signature: William G. Hansen  
Print Name and Title: William G. Hansen, Town Administrator  
Date Signed: 4/9/18

## Bill Herman

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**From:** Beblowski, Peter <Peter.Bebowski@des.nh.gov>  
**Sent:** Thursday, April 05, 2018 3:20 PM  
**To:** 'Allwine, Dave'  
**Cc:** Bill Herman  
**Subject:** RE: April 2018 PFAS Sampling at Auburn Landfill 199002015

Dave,

Yes, as we discussed PFAS sampling will occur at MW-1 through MW-4 plus the on-site ws well (dug) during the April 2018 permit monitoring at the Auburn LF. Following the acquisition of this data, recommendations for future sampling shall be made for future PFAS monitoring based on the data compiled to date. This email will be placed in NHDES' electronic file as documentation of this correspondence. Should you have any questions about this email or the groundwater permit, please feel free to contact me at the NHDES Waste Management Division.

Peter

Peter Beblowski, C.P.G.  
NHDES - WMD HWRB  
Groundwater Remediation & Permitting  
PO Box 95, 29 Hazen Drive  
Concord, NH 03302-0095  
Phone: (603) 271-2999 (w voicemail)  
email: [Peter.Bebowski@des.nh.gov](mailto:Peter.Bebowski@des.nh.gov)

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**From:** Allwine, Dave [mailto:[Dave.Allwine@stantec.com](mailto:Dave.Allwine@stantec.com)]  
**Sent:** Thursday, April 5, 2018 2:47 PM  
**To:** Beblowski, Peter  
**Cc:** Bill Herman  
**Subject:** April 2018 PFAS Sampling at Auburn Landfill

Peter,

As we discussed on the phone, the DES would like us to collect another round of PFAS samples from the four on-site monitoring wells and from the on-site dug well during the upcoming April 2018 GMP sampling event. If this is correct, please confirm. Thanks.

Dave

**David A. Allwine, PG**  
Senior Associate

Direct: (603) 206-7553  
Mobile: (603) 498-6135  
Fax: (603) 669-7636

Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 101  
Auburn NH 03032-3984 US



## Town of Auburn

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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: Ronald Poltak, Chairman and Members of the Planning Board  
Cc: Board of Selectmen Dan Tatem, Stantec Consulting

From: Bill Herman, CPM, Town Administrator  
Date: April 10, 2018  
Re: 2018 Update of Auburn Capital Improvement Plan

With the Town Deliberative Session and elections completed and the 2018 budget in place, I wanted to notify the Planning Board we had included funds in the budget to update the recently adopted Town of Auburn Capital Improvement Plan (CIP). The funds for this work are included in the Financial Administration account of the Selectmen's budget. As you know, the current CIP spans the six-year period of 2018 -- 2023, and the updated version should be tweaked to cover the period of 2019 -- 2024.

Generally, the update should involve identifying what had been planned for 2018 and what was actually approved by voters in 2018; re-shuffling items between the six-year period as may be appropriate; and adding items for the new sixth year of 2024.

The major key to this update will be the inclusion of a full six-year CIP from the Auburn School District that is reflective of the renovation and addition to the Auburn Village School, which approved in March. During the past year we have been in conversation with the School Board and the School Administration, and they are near to completing a six-year capital plan for the school district that is based on the basic definitions and dollar thresholds used for the current Town CIP. Also, once a bond is actually finalized for the school project, we would also be able to include the appropriate bond payment schedule and amounts in the CIP. We anticipate receiving the information from the School District during the month of May in a form that would be easily integrated to the revised Auburn CIP.

With the funding in the Selectmen's budget and the work responsibility officially the Planning Board's, we would like to propose the Planning Board consider authorizing Dan Tatem of Stantec and the Town Administrator to perform the leg work necessary of reaching out to the various Town departments and boards for input; using the same process, definitions and thresholds the Planning Board did last year for gathering information, and then compiling the information and material into a draft to be brought before the Planning Board for its consideration, discussion, possible adjustment and final adoption.

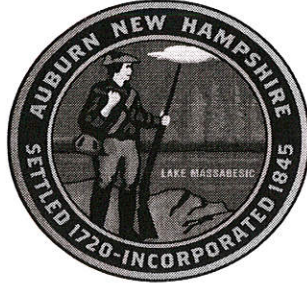
It would be our intent to complete this work within a time frame that would allow for the completion and adoption by the Planning Board before the end of August 2018. The revised CIP would then be provided to the Board of Selectmen and Budget Committee in time for their work on the Fiscal Year 2019 Town and School District budgets and warrant article proposals.

Thank you for your consideration.



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townadmin@townofauburnnh.com

To: Board of Selectmen  
Cc: Police Commissioners

From: Bill Herman, CPM, Town Administrator  
Date: April 9, 2018  
Re: Potential Follow-up on Improvements to Auburn Police Department

On April 4<sup>th</sup>, Police Commission Chair David Dion was in telephone contact with me to review a couple of items the Commission wanted to discuss with Town Counsel. We fully agreed with the Commission's request and I know the contact with Counsel has been made. I believe she will be meeting with the Commission in early May.

During our conversation, Chairman Dion also mentioned the suggestion had been made at the Police Commission meeting that the Police Commission should contact Municipal Resources, Inc., (MRI) to come back to Auburn to do a review of the work the department had completed on the various recommendations contained in their August 2016 report on the Auburn Police Department.

It was Chairman Dion's opinion that with the original review having been initiated and budgeted by the Board of Selectmen, the follow-up review should also be handled by the Selectmen. I indicated to Mr. Dion I would share that information with the Board.

Attached for your benefit are the minutes of the April 2, 2018 Police Commission meeting where this conversation took place. I have highlighted the section on Page Three for your benefit. The minutes suggest Commissioner McCarthy was going to secure additional information and the item will be discussed further by the Commission at a future meeting.

Thank you for your consideration.

Attachment

**Town of Auburn  
AUBURN POLICE COMMISSION MEETING  
MINUTES  
April 3, 2018**

**Present:** David Dion, Police Commissioner, Dennis McCarthy, Police Commissioner, Michael Rolfe, Police Commissioner, Chief Edward Picard, Lt. Ray Pelton, and Lillian Deeb, Office Manager.

**Also Present:** Steve Grange, Mike DiPietro, John Rolfe, Christine McLaughlin, Marion Miller, Paula Marzloff, Glenn Shaw, Susan Thibault, Norma Picard, Julie Demers, Matt Demers, Dennis Vieira, Pauline Vieira, Mike Dross, Linda Dross, Jill Dross, Shawn Whalen, Don Gates, Kevin Cashman, Chris Beale, and Officer Huard.

**D. Dion** – called the meeting to order at 7:02 PM. He asks everyone to stand and lead the Pledge of Allegiance.

**D. Dion** – takes the time to thank Glenn Shaw for serving as Police Commissioner for the past three years and welcomes Michael Rolfe newly elected Police Commissioner.

#### **NOMINATE CHAIRPERSON**

**D. McCarthy** – nominates Dave Dion as chairperson, commenting on the good job he has done over his years of service. **M. Rolfe** – second. All in favor. **Motion passes.**

#### **REVIEW THE March 6, 2018 MINUTES**

**D. McCarthy** - motion to accept the minutes as presented. – **D. Dion** - second. **M. Rolfe** – abstained. All in favor. **Motion passes.**

#### **CHIEF'S REPORT**

**Chief** – comments on the 763 calls for service for the month of March, 6 arrests and 0 burglaries. He mentions the AVS safety evacuation drill has been rescheduled till September.

**D. Dion** – clarifies that it will be in the new school year. **Chief** – mentions the Drug Take Back events scheduled for April 28<sup>th</sup> as the Auburn Safety Complex from 9 am to 2 pm. He also mentions the vandalism calls in and around the area of Pasture Road and Hooksett Road. And mentions the 5 or so cars broken into in the area of Spruce and Buttonwood, commenting a notification went out to NW.

#### **LIEUTENANT'S REPORT**

**R. Pelton** – comments half of the department has completed Simulation Firearm Training and the other half is scheduled for tomorrow at the Police Academy as part of the department's required Use of Force training. He comments again on the pistol transition, commenting qualifications didn't occur in March due to the weather and the plan is to schedule recertification on new ones in April. He updates the commissioners that the County turned on the new antenna system, mentioning that although county said there shouldn't be any issues the department was finding problems and had to pay to have the portable radios reprogrammed and have software updated and in addition has scheduled to reprogram the cruiser radios as well.

**D. Dion** – asked if the department is bringing them up to that place up North. **R. Pelton** - comments one cruiser radio was brought up to Ossipee and explains that now Ossipee Mountain Electronics is now going to come to the department to reprogram the other cruiser radios. **D. McCarthy** – clarifies the department is paying for the reprogramming. **R. Pelton** – confirms. **D. Dion** – comments on cost of getting vehicles to Ossipee. **R. Pelton** – mentions the department is having them come to the department and the radio that was reprogrammed is noticeably improved. He also mentions discussions with town related to upgrading the computers in the cruisers as many of the ones in the cruisers now are outdated and unable to be updated with software or aircards. **D. Dion** – mentions that the Toughbooks are at least 8 years old. **R. Pelton** – mentions the department's plan is to look to see how current budget spending continues and look to begin a possible maintenance plan for this year and moving forward. **D. McCarthy** – asks if funds were budgeted this year and mentions the funds in the computer line presently. **D. Dion** – asks about grant funding. **R. Pelton** – comments grants are usually set aside to purchase new equipment and not to replace existing equipment but will look into it. **D. Dion** – clarifies that the department is going to look into pricing and then move forward to replace them over time. **R. Pelton** – confirms and explains cost. **D. McCarthy** – questions whether the department plans on staying with the Toughbook. **R. Pelton** – explains the officers are leaning towards the type that disconnects from keyboard. **D. Dion** -asks which brand the department is looking at. **L. Deeb** – PC something. **D. Dion** – comments that will be a good project during the summer. **R. Pelton** – comments on the Health Fair this Friday at the Auburn Village School, mentioning Officer Beaule will be participating with a LEAD table and Officer Lentile and Kapos with OHRV safety. He mentions that two new cruisers are in and the department will be looking to outfit them over the next month. He mentions the Town is looking to auction off the old cruisers.

## NEIGHBORHOOD WATCH UPDATE

**S. Grange** – comments the Nixle notification the members received related to the recent vehicle break-ins. He comments on the training scheduled for the Everbridge system is soon. **L. Deeb** – comments on checking with the Fire Chief to confirm training dates. **D. Dion** – comments about some neighborhood watch signs that were removed in his neighborhood and asks if Mr. Grange is aware of any members or neighborhoods needing signs. **M. DiPietro** – requested a sign on Bunker Hill Rd. **D. Dion** – comments the department can inventory what it has for signs and asks Mr. Grange if he needs any signs. He also asks Mr. Dross if he's put any signs up recently. **M. Dross** – comments on not having put any signs up recently, explaining Officer Kapos has been installing signs for department. **M. Rolfe** – asked if signs were pulled out or run over. **D. Dion** – comments the signs were pulled up. **S. Grange** – mentions seeing the Crier notice about becoming a NW member and comments again how easy the commitment really is to become involved. **D. Dion** – mentions that separate advertisement and comments it's continued notice in Crier.

## OLD BUSINESS

**D. Dion** – reviews the 2018 budget figures. **L. Deeb** – comments the figures are up to date till March 28, 2018. **D. McCarthy** – comments that the elevated numbered lines appear to be the ones such as radio and computer which reflects what the lieutenant spoke was occurring at the department. **D. Dion** – mentions subscriptions mentioning many are annual. **L. Deeb** – mentions the computer line expenditure mentioning a large portion goes to the IMC annual license paid in January. **D. McCarthy** - comments overall budget where needs to be.

## NEW BUSINESS

**D. Dion** – asks if there is anything the residents have for new business. **M. Rolfe** – comments items he would like to address. He comments he would like to see random alcohol and drug testing policy implemented. He also comments he would like to see GPS put in all the cars and comments he would like to see “that gone” and points at the video camera. He mentions he checked on it and there were 38 hits on the site, 27 in February and 60 in January. **D. Dion** – reviews the requests that Commissioner Rolfe just outlines, clarifying GPS on all police vehicles, and the YouTube. **M. Rolfe** – comments he would like to see a clean copy of the Tideview Report distributed to the public and mentions that will be enough for now. **D. McCarthy** – comments he agrees on a few of the items Commissioner Rolfe raised, mentioning drug and alcohol testing would have to be part of union negotiations and questions when the contact is up. **L. Deeb** – comments March 2019. **D. Dion** – comments that negotiations should begin in the summer. **M. Rolfe** – comments drug and alcohol testing is done for his commercial license and is fair. **D. Dion** – comments that it’s something to bring up with union. **D. McCarthy** – comments GPS are seen more and more in vehicles and can look into how it’s done in Rye. **L. Deeb** – asks how much something like that costs. **D. McCarthy** – comments these are items Commissioner Rolfe is just raising and cost can be looked at. **D. McCarthy** – comments the GPS operates off the air cards on the computers and most likely is software upgrades. **D. Dion** – ask Commissioner McCarthy what his position is on the video camera. **D. McCarthy** – comments never been fan and numbers don’t show it is a huge use. **D. Dion** – comments feels a benefit for those that can’t make the meeting. **S. Grange** – comments received positive feedback from members that were unable to attend. **D. McCarthy** – mentions the Tideview report is something the Commission will have to discuss now that Mr. Rolfe is a commissioner. **D. Dion** – mentions that will have to be done in non-public. **D. McCarthy** – mentions an item he addressed before dealing with MRI returning to do a final review of the updates the Lieutenant has done on the 111 recommendations. **D. Dion** – clarifies that Commissioner McCarthy wants to pay MRI to review. **D. McCarthy** – explains he will reach out and find out the cost. **D. Dion** – asks if all the town departments will be reviewed. **D. McCarthy** – comments having no issue with that. He further explains to Commissioner Rolfe that he prepares for the discussions next month as his requests will be added to the agenda. **D. Dion** – clarifies that on the next agenda drugs and alcohol will wait for union negotiations, GPS research costs, discuss the video recording of the meeting and vote next meeting and release of the Tideview will be in non-public. He also mentions the review by MRI. **D. McCarthy** – clarifies he will speak to MRI as he is currently working with them and get an idea on the cost and then request it be added to the agenda. **D. Dion** – once more outlines his understanding of what next months agenda will contain. **D. Dion** – asks if there is anything else. **D. McCarthy** – comments on an article in today’s Union Leader about legislature on police details, mentions everyone knows how he feels about details but wanted to compliment the photo with the article of the officer from Auburn following the proper protocol for details. **D. Vieira** – comments knowing someone at Adamson Industries using alarm guys to install GPS and will obtain the number if the commissioners want. **D. Dion** – asks the Lieutenant to look up the numbers for the YouTube views for the meeting next month.

**D. Dion** - Motion to adjourn. **D. McCarthy** – second. All in favor. **Motion passes**

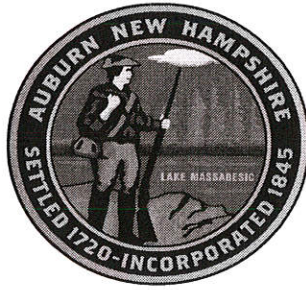
**Meeting closed at 7:27 pm.**

Minutes approved by \_\_\_\_\_ on \_\_\_\_\_.



## 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: April 11, 2018

Re: MRI Town Hall Operational Study Recommendations

In 2017, the Board engaged Municipal Resources, Inc. (MRI) of Meredith to conduct an operational study of Town Hall operations. The study was completed and presented to the Board of Selectmen in February 2018. As the Board is aware, the report included a list of 22 recommendations for potential improvements or enhancements to the current Town Hall Operations.

Attached to this memo is a copy of the 22 recommendations from the MRI report. As in the prior reviews conducted on the Police Department and Fire Department, some of the recommendations are able to be addressed with changes or adoption of policy, relatively easy adjustments in operations or just a focused effort to make the proposed adjustments. Other steps would be more complex with the requirement of an appropriation of funds not currently available or a change that would have to be approved by voters at the local Town Meeting. And still others may be determined not to be in the overall best interest of Auburn.

The attached list of 22 recommendations are in the order they appear in the MRI report. I do not have the sense that they are listed in any particular order of importance or priority.

As of this writing, five of the recommendations have already been addressed in some manner including:

#10 – Update Vital Records Page for Online Ordering: -- The Town Clerk has already reported this is not a function controlled by the Town, and it is not currently possible to take this action.

#12 – Accept credit cards for the payment of annual property tax bills – This was reviewed and considered by the Tax Collector, Board of Selectmen and Budget Committee during the 2018 budget process, and there was general agreement this was not a cost effective service for the Town of Auburn to offer at this time.

#14 – Consolidate the functions of Accounting, Human Resources, Purchasing and Welfare into one position reporting directly to the Finance Director, and #15 – Any finance activities performed by the Executive Assistant should be completed in coordination with the Finance Director and/or Town Administrator – These two are already in process with the revised position of Finance Assistant to be filled in April 2018.

#16 – Contracting for minute-taking services to provide coverage for BOS and other boards – This has been accomplished for the BOS as of February 2018.

Of the remaining 17 recommendations, it appears to me that four items (#3 – Payroll Processing; #6 – Document references to authority; #9 – Designate the Town Administrator as HR Director; and #22 – Various & Specific Personnel Policy recommendations) involve either the updating of current policy, the addition of items missing from current policy or the better definition of what some current policy is intended. All of these items would require some sort of amendment or addition to the Town's Personnel Policy, which would require action by the Joint Personnel Board comprised of the Board of Selectmen, Library Trustees and Police Commissioners. Unless there is objection, I will focus the effort necessary to bring the recommended adjustments to the Joint Personnel Board by mid-year.

Items #20 (Designating the Town Administrator as the supervising department head for the Town Hall) and #21 (Designating the Parks & Recreation Coordinator as the supervising department head for P&R positions) would require an operational discussion and judgement by the Board of Selectmen, and then appropriate job description adjustments that would require the approval of the Joint Personnel Board. If the Board discussed and determined these two items, we could include them with the other policy adjustments outlined above and take everything to the Joint Personnel Board at the same time.

Items #2 (Periodic review of the Town's "Classification and Compensation System"); #5 – (Establish remote access of fund accounting system for Police Department); and #18 – (Establishing "private" office area for Building Inspector & Land Use Administrator) would all require some level of appropriations that do not currently exist. The Board should have discussions with various affected employees or officials for Items #2, #5 and #18 in order to determine a potential desired courses of action.

Item #17 – (Electronic storage of records) is also an item that would require some level of appropriations that does not currently exist. I will secure a cost estimate to address Item #17 that can be provided to the Board for consideration of moving in this direction.

Items #7 -- (Consider appointing versus electing the Tax Collector and Town Treasurer) and #8 (Reviewing the position of elected Road Agent versus appointed Director of Public Works) are proposals that would have to go to the voters by way of specific warrant articles to potentially change positions from elected to appointed. When appropriate, the Board needs to discuss this possibility and decide whether they want to advance any of these recommendations to the voters for approval.

The remaining Items #1 (Bi-weekly staff meetings), #11 (provide tax bills online), #13 (authorize use of Administrative Rules to implement BOS policy) and #19 (Empower the Deputy Town Clerk and Deputy Tax Collector to multi-task) are left for the general consideration and discussion of the Board of Selectmen.

We stand ready to assist in working on any or all of these that the Board determines is in the best interests of the operations of the Auburn Town Hal.

Thank you for your consideration.

Attachment

## **Auburn, NH – Town Hall Operational Study February 2018**

### **Recommendations:**

1. The Town Administrator meet with other administrative staff bi-weekly to review upcoming agenda items, discuss follow-up to recent BOS actions, share common concerns, and celebrate important employee milestones such as employment anniversaries, awards, and recognitions. And that a timed agenda be created for this purpose.
2. That a periodic review of the Town's "Classification and Compensation System" be performed in order to reflect market conditions and significant changes in job descriptions and/or responsibilities.
3. Establish protocols for processing payroll by requiring employees to sign their individual time sheets; and submit formal requests in writing to their supervisor/ department head for desired time off.
4. Seek budget authority from the BOS whenever possible to hire new employees in advance of retirements/ resignations in order to ensure the transition goes smoothly; thus providing the new employee with the opportunity to learn from the outgoing employee.
5. As mentioned in the Police Department Assessment report, the Town should consider the purchase of an additional license for the accounting software, MuniSmart, so that the police department office manager can access the accounting system remotely. The Town could also consider networking all Town departments.
6. Document procedures with references to authority as well as steps to be taken for each administrative function and include forms, reports, and key filing dates as appropriate.
7. Consider appointing rather than electing the Tax Collector/Treasurer positions in order to ensure that candidates for these offices have the necessary qualifications, experience, and personality to work as highly effective members of the administrative team.
8. Review the position of the elected road agent to determine new benchmarks for efficiency and service expectations. And consider whether it might be appropriate to upgrade this important position to an appointed Director of Public Works in order to include such activities as Highways, Fleet, Buildings and Grounds, and Cemeteries. Or if establishing a separate Buildings & Grounds function to be responsible for the overall

maintenance of Town buildings, grounds (including parks and recreational areas) and cemeteries.

9. Authorize the Town administrator to act on the Board's behalf as the designated Human Resources Director for the Town and submit a quarterly report to the Board detailing activities and results.

10. Update the vital records page on the Town's website in order to allow customers to order vital records through the same portal as e-reg.

11. Provide Tax Bills online in order to decrease the number of phone calls and walk-in traffic to Town Hall, and reduce the amount of time the Deputy Clerk must spend helping the Tax Collector.

12. Add online payments and also accept credit cards for annual tax bills by expanding the Town's use of the Avitar software program currently in use by the Town Assessor's office. (Note: Avitar offers a premium online service to accomplish this purpose.)

13. Authorize the use of Administrative Regulations by the Town Administrator to be established on behalf of the BOS thereby outlining a specific protocols, procedures, and guidelines to be followed when implementing the policies adopted by the BOS affecting the current Personnel Policy.

14. Consolidate the functions of the Executive Assistant for Accounting, Human Resources, Purchasing and Welfare into one position reporting directly to the Finance Director.

15. Any finance activities performed by the Executive Assistant should be completed in coordination with the Finance Director and/or Town Administrator, and any routine matters that arise during the course of work should be brought to their attention, rather than directly to the Board of Selectmen. However, staff should know that a direct approach to the Board of Selectmen is appropriate in certain situations.

16. Contract for minute-taking services to provide for BOS and other boards such as Highway Safety Committee, Cemetery Trustees, and Budget Committee.

17. Consider electronic record storage in order to address space issues, provide better access to files, and enhance transparency to public records in accordance with state laws and the use of PDF-A Format.

18. Consider the potential of establishing a "private" office area for the Building Inspector and Land Use Administrator by dividing up the large open office area in the Town Hall.



19. Empower the Deputy Town Clerk and Deputy Tax Collector to handle multiple tasks within the office as needed to serve the public and meet the needs of both the Town Clerk and the Tax Collector.

20. Designate the Town Administrator as the supervising department head for the Town Hall with the Building Inspector, Finance Director, Land Use Administrator and Parks & Recreation Coordinator reporting directly to the Town Administrator. The Board of Selectmen would still retain their overall hiring authority responsibilities for all Town employees.

21. Designate the Parks & Recreation Coordinator as the supervising department head for part-time Parks & Recreation maintenance positions and for budget administration and purchasing oversight.

22. Personnel Policy Recommendations:

- ❖ **Written Acknowledgement**
- ❖ **Family Medical Leave**
- ❖ **Anti-Harassment Policy**
- ❖ **Workplace Violence Policy**
- ❖ **Code of Conduct**
- ❖ **Social Media Policy**
- ❖ **Dress Code**
- ❖ **Section 1:12.2 Administrative Agent**
- ❖ **Section 1.5 Personnel Files**
- ❖ **Section 17:4 Town of Auburn – Human Resource Office**
- ❖ **Section 3:1 Recruitment and 3:2 Selection**

## Town of Auburn

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## 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: April 13, 2018

Re: Potential Lamp Posts Banners for Auburn Community

During this year's process of hosting a contest with students at the Auburn Village School for artwork for the cover of the annual Town Report, AVS Principal Lori Collins had indicated she was interested in seeking if it might be possible to add additional life into this effort by also creating lamp post banners that could be welcoming messages to our residents and others passing through.

In further discussing the idea, the thought was to take three of the best pieces of art, and have them also made into lamp post banners that could be displayed at the Town Hall, Safety Complex and Griffin Free Public Library at a minimum.

Attached to this memo are three rough samples of the artwork and rough banner layout for the drawings we currently have available. Also attached is a proof of an actual banner created for the Town of Atkinson last year to mark the Town's 250<sup>th</sup> anniversary. If we move forward, the Auburn mock-ups would be transformed more into the sample from Atkinson.

We are looking at the potential of developing the three different lamp post banners in collaboration with the Auburn Village School, and then securing a total of 12 banners (four of each one) that would be hung from the parking lot lamp posts at the Town Hall and Safety Complex and from one or two front porch posts at the Griffin Free Public Library. Fire Chief Gannon has already indicated the Fire Department could put them up and take them down at the same time the American flags are placed on the telephone poles in the center of Town. This takes places roughly from Memorial Day through Veterans Day.

We have secured a cost estimate of approximately \$1,650 for the 12 banners and 12 sets of hardware to attach and hang the banners. At this point, we appear to have commitments for donations to cover the expense of this undertaking so we are not looking for any Town funds.

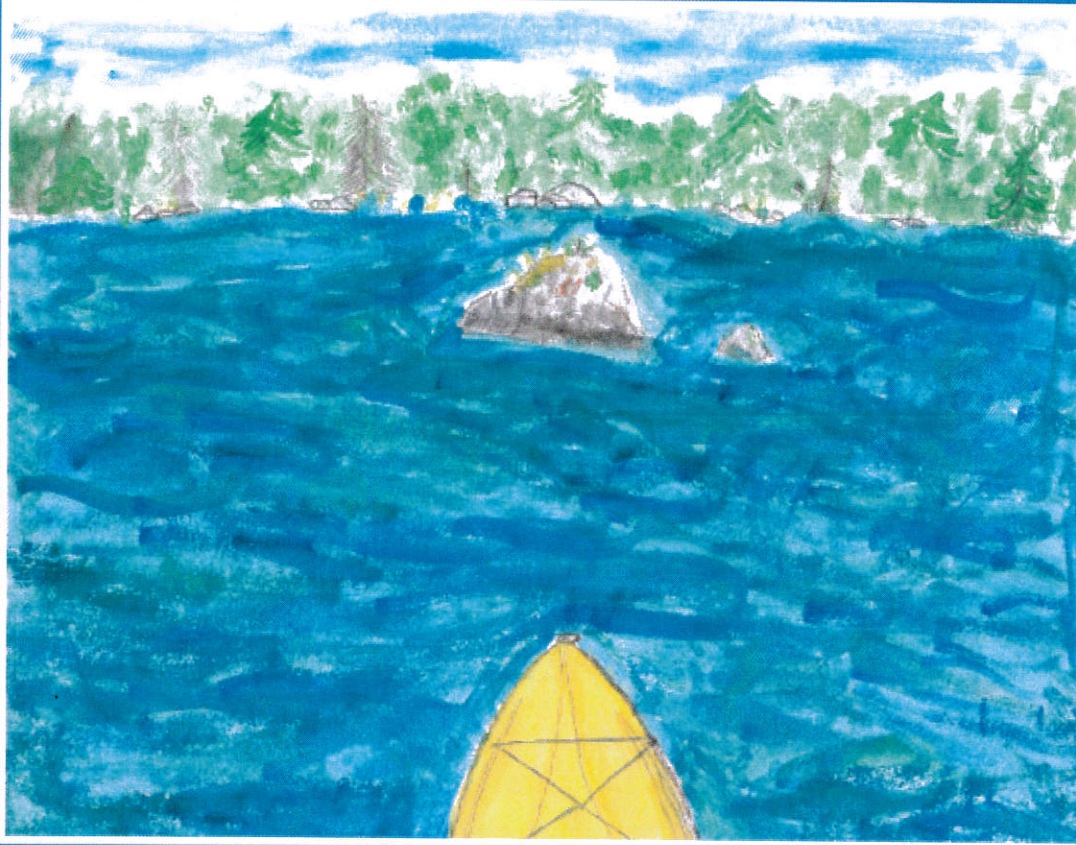
However, to move forward, we are seeking the support and approval of the Board of Selectmen to the extent the banners would be hung and displayed on Town property. We would also need to know the Board would be willing to use their authority at the appropriate time to accept and expend the donated funds for this undertaking.

Thank you for your consideration.

Attachments



# TOWN OF AUBURN, NH



ARTWORK BY AUBURN VILLAGE SCHOOL STUDENTS

**SETTLED IN 1720**  
**INCORPORATED IN 1845**



# **Town of Auburn, NH**



ARTWORK BY AUBURN VILLAGE SCHOOL STUDENTS

**Settled in 1720**  
**Incorporated in 1845**



# Town of Auburn, NH



Molly Kuel

ARTWORK BY AUBURN VILLAGE SCHOOL STUDENTS

**Settled in 1720**  
**Incorporated in 1845**

Sign Size

Quantity





## Atkinson

30x60;  
3.5 inch pockets;  
Single Ply  
2 Sides Same Print;  
Digital Color Print;  
2 Grommets;

Qty. \_\_\_\_\_ ;

## Colors Specified:

Digital Print

Approval Date by Customer

Approval Signature by Customer

All proofs must be signed and returned before production can begin.  
By signing this form you agree that you have reviewed the proof for correct spelling, colors, size and have indicated the quantity of prints you wish to be made per image. We cannot accept responsibility for errors missed by the client in the proofing process.



**Town of Auburn  
Board of Selectmen  
April 2, 2018**

**Selectmen Present: James Headd, Richard Eaton and Keith Leclair**

**Also Present: Town Administrator William Herman, Tax Collector Susan Jenkins, Mary Ann Rolfe, John Rolfe, Michael Rolfe, Road Agent Mike Dross, Linda Dross, Tom Gonyea, Paula Marzloff, Dennis Vieira, Pauline Vieira, Christine McLaughlin, Mike DiPietro, Tom Lacroix, Russell Sullivan, Susan Goodhue and Recording Secretary Nancy Hoijer**

**Non-Public Session pursuant to RSA 91-A: 3, II (a), (c) and (I)**

***At 6:00 pm Mr. Eaton motioned to go into non-public session under RSA 91-A: 3 II (a) (c) reputation of individuals other than a member of the Board and (I) advice of counsel. Mr. Headd seconded his motion, with all in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 6:35 pm.

***Mr. Headd motioned to seal the minutes of the prior three non-public sessions, seconded by Mr. Leclair, with all in favor, the motion passed unanimously.***

Mr. Headd called for a brief ten-minute recess and at 6:58 pm all of the Board members returned to the meeting room.

**Call to Order – Pledge of Allegiance**

At 6:58 pm, Mr. Headd called the meeting to order and led the Pledge of Allegiance.

**Approval of Accounts Payable for the Week of March 19, 2018 - \$333,856.08**

**Approval of Payroll for the Week of April 2, 2018 - \$41,733.58**

**Approval of Accounts Payable for the Week of April 2, 2018 - \$16,350.00**

**Approval of Consent Agenda – Week of April 2, 2018**

***Mr. Eaton motioned to approve the Accounts Payable for the week of March 19, 2018 in the amount of \$333,856.08. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

***Mr. Eaton motioned to approve the Payroll for the Week of April 2, 2018 in the amount of \$41,733.58. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

***Mr. Eaton motioned to approve the Accounts Payable for the Week of April 2, 2018 in the amount of \$16,350.00. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

Mr. Headd read the Consent Agenda items for the Week of April 2, 2018 which included: a Notice of Intent to Cut Wood & Timber at By-Pass 28, Tax Map #3, Lot #3 – 30 acres of 123 acres; one Discretionary Preservation Easement Application/Historic Agricultural Structure for 57 Pingree Hill Road, Tax Map #5, Lot #18; and one pistol/revolver license.

***Mr. Eaton motioned to approve the Consent Agenda for the Week of April 2, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

### **Appointments with the Board**

None.

### **New Business**

#### **Appointments to the Zoning Board of Adjustment**

Mr. Herman presented a Letter of Recommendation dated March 28, 2018 from Mark A. Wright, Chairman of the Zoning Board of Adjustment recommending Steve Carroll for appointment as a full member to the Auburn Zoning Board of Adjustment to fill the vacancy of Jim Laguna's position. Mr. Herman noted the Board had previously discussed the potential of Dale Philips to serve as an alternate.

***Mr. Leclair motioned to appoint Steve Carroll as a full member of the Auburn Zoning Board of Adjustment. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to appoint Dale W. Phillips as an alternate member of the Auburn Zoning Board of Adjustment. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

#### **Appointments to the 2018 Duck Race Committee**

Mr. Herman presented a proposal of Dan Carpenter, President of the Auburn Historical Society to appoint volunteers to the 2018 Duck Race Committee and indicated that as a Town-appointed committee, they would be covered through the Town's blanket property and liability coverage.

***Mr. Eaton motioned to appoint Susan Anderson, Daniel Carpenter, David Rogers, Wendy Smith, Pat Clement and Pamela Weeks as volunteers to comprise the Duck Race Committee for the term of April 1 through October 1, 2018. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

#### **Resolution to Complete Health Trust Membership Agreement**

Mr. Herman presented a copy of the Membership Agreement of HealthTrust, Inc. Cobra Administrative Services Agreement between Town of Auburn and HealthTrust, Inc. dated July 1, 2018 (effective date). Mr. Herman advised that HealthTrust has requested the Board sign the attached Certificate of Resolution allowing participation and authorizing William Herman, the Town Administrator, to execute and deliver the application to HealthTrust on behalf of the

town.

Mr. Herman advised HealthTrust representatives would be conducting meetings with the town employees in May ahead of the July 1<sup>st</sup> transition date for the new health insurance coverage.

***Mr. Leclair motioned to authorize participation in the HealthTrust agreement effective July 1, 2018 and to authorize Town Administrator William Herman to execute and deliver the application with HealthTrust. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

### **Acceptance of Purchase Contract for Fire Department Rescue Vehicle**

Mr. Herman presented a Warrant Article, #4, which was approved at Town Meeting on March 13, 2018 for the purpose of acquiring a new Rosenbauer Smartcab FX Medium Rescue Vehicle for the Auburn Fire Department; together with accompanying Agreement entitled Rosenbauer Apparatus Body Manufactured by Rosenbauer South Dakota LLC and Specified Equipment Mounted on a Kenworth T370 Chassis dated 3/26/2018, Total \$313,059.00; together with terms of financing and credit application.

Mr. Herman advised that in order to move forward, the Board would need to approve the proposal so that the order could be placed and the authorization for the Finance Director to complete the credit application with Tax Exempt Leasing Corp. to secure the actual financing for the five-year lease.

Mr. Eaton advised that paying in advance could gain a \$2,000 savings. Mr. Herman advised that while that was true, the advance payment would have to be made upon the signing of the finance documents which would be from this year's budget and that the funds were not included in his year's budget.

***Mr. Leclair motioned to approve and execute the proposal from Rosenbauer South Dakota, LLC for a Rosenbauer Apparatus Body to be mounted on a Kenworth T370 Chassis for the total cost of \$313,059.00 as a Rescue Vehicle for the Auburn Fire Department. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to authorize the Finance Director to complete and submit the necessary credit application with Tax-Exempt Leasing Corporation to secure the five-year lease purchase financing plan for the acquisition of the new Rescue Vehicle for the Auburn Fire Department. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

Mr. Leclair advised that there was a multi-town grant applied for, which Mr. Herman indicated it was for a Cascade Air System equipment. It could help reduce the overall expense of this vehicle, which could be addressed at the time of financing the cost of the project.

### **Lease Purchase Application for Ford Motor Credit – Police Cruisers**

Mr. Herman presented a proposal from Ford Credit Company, LLC dated March 27, 2018 concerning the lease-purchase agreement for two (2) 2018 Ford Interceptor Utility Vehicles,

\$59,114.00 which requests the first payment, underwriting fees and signed original documents be returned to them before April 4, 2018. Mr. Herman advised that they could be ready to be picked up tomorrow. Mr. Herman advised that the letter asks for the Chairman to sign the documents on behalf of the town.

***Mr. Eaton motioned to authorize the Chair, James Headd, to sign the lease agreement with Ford Motor Company, LLC for the two (2) Interceptor Utility vehicles. Mr. Leclair seconded his motion, with Mr. Headd in agreement, but abstaining from the vote, the motion was passed.***

### **State of New Hampshire Surplus Property Auction**

Mr. Herman presented a Memo dated April 2018 from James R. St Jean Auctioneers which details the guidelines for participation of cities and towns in auctions, for the sale of motor vehicles.

Mr. Herman proposed that the old 2014 model might get a better price at this auction rather than the sealed bid process they have used in the past. Mr. Herman estimated that they may get \$2,000 for the vehicle in sealed bid, but possibly \$4-5,000.00 at auction, which will take place in May. All the Town would be required to get the vehicle to the auction. Mr. Eaton asked if the Fire Department had interest in using and Mr. Herman said no, they have taken the other 2014 model retired last year. The Board was in agreement that it was worth giving it a shot.

### **Town & School District Joint Training Retreat – May, 2018**

Mr. Herman presented a proposal dated April 2, 2018 concerning a proposed May 2018 Town & School District Training Retreat. This year, they would like to have two presenters, Margaret Byrnes with NHMA concerning all of the new updates to the Right to Know Law and John Clayton with the Manchester Historic Association. The cost would be \$550 for the Right to Know Training program and food for the participants, which would be approximately 20 employees from the Fire Department, Library, Police Department, School District and Town hall and 14 elected officials from the BOS, Library Trustees, Police Commissioners and School Board, total 35. Mr. Herman stated that this would likely take place on a Tuesday in May, but a date had not been finalized. Mr. Headd agreed that this would be beneficially with so many changes to the Right to Know Law this year. Mr. Eaton and Mr. Leclair agreed and approved the proposal.

### **New Business**

#### **Update of Finance Assistant Job Posting**

Mr. Herman advised the town had received 14 applications for the Finance Director position and have six being interviewed tomorrow. Mr. Herman was hopeful that by the end of the day the interview panel would have the candidates narrowed down to 2-3 names for the Board of Selectmen to conduct interviews one night next week. Mr. Leclair said he was available any day but Tuesday.



## **Update on Sale of Pinetree Road property**

Mr. Herman presented an update regarding the Pinetree Road property sold at public auction last fall which had a clouded title. Town Counsel has advised that the former owner of the property had passed away with no heir coming forward to make a claim against the property. The Guardian Ad Litem appointed by the Superior Court has reported the same information to the Court as well. All the documents have been filed and would expect the Court to sign the Decree to Quiet Title within the next one-two weeks, which will enable to Town to complete the sale to the successful bidder, Strategic Contracting of Manchester for \$86,000.00.

## **Update on LWCF Grant Application**

Mr. Herman presented a letter from the Commissioner of the NH Department of Natural and Cultural Resources dated March 22, 2018 concerning the Land & Water Conservation Fund Grant round 29 project selections. Mr. Herman advised that their project proposal had scored high enough to be considered for possible funding. Mr. Herman explained that how much they could receive and when depended on the 2018 federal year program apportionment. Mr. Herman stated that they could expect to know more by September.

## **Other Business**

Road Agent Mike Dross raised concerns about the perambulation of the town bounds with the Town of Derry. He indicated a boundary marker has come down, and he would like to secure the coordinates from the perambulation in order to get Seth Potter to re-set the boundary marker.

Road Agent Dross stated that there could potentially be a problem with a washout of Audubon Way if the beaver dam encouraged by the Audubon Society is not dealt with soon. Mr. Leclair wondered if they had the authority to take any action and where exactly and who owned the property or was it in the right of way. Mr. Herman will contact the Audubon Society and/or the property owner to put them on notice, and recommends trapping of the animals by a professional.

**Minutes – March 5, 2018**

***Mr. Leclair motioned to accept the March 5, 2018 minutes, as written. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.***

## **Adjourn**

***Mr. Headd motioned to adjourn the meeting. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously. The meeting was adjourned at 7:24 pm.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary

**Town of Auburn  
Board of Selectmen  
April 9, 2018**

**Selectmen Present:** James Headd, Richard Eaton & Keith Leclair

**Also Present:** Finance Director Adele Frisella and Town Administrator William Herman

Mr. Headd called the public meeting to order at 5:06 p.m.

**Non-Public Session:**

***Mr. Eaton moved to enter into Non-Public Session at 5:06 PM pursuant to the provisions of RSA 91-A: 3, II (b) – consideration of the hiring of any person as a public employee. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes.***

Meeting in Non-Public Session with the Selectmen were Finance Director Frisella and Town Administrator Herman.

During the course of the meeting, three different finalists for the position of Finance Assistant attended the meeting at different intervals to interview with the Board of Selectmen.

The Board members discussed all of the interviews, expectations for the position, overall wage and benefits available and similar position related items. The Board members agreed to independently consider the information and interviews, and be prepared to make a decision on a selected candidate at the Board's next meeting on Monday, April 16<sup>th</sup>.

No formal action or decision was made by the Board during the Non-Public Session.

***Mr. Eaton moved to come out of Non-Public Session at 7:30 PM. Seconded by Mr. Leclair. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes.***

***Mr. Eaton moved to seal the minutes of the non-public session. Seconded by Mr. Leclair. A vote was taken, all were in favor, the motion carried unanimously.***

**Adjourn**

***Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the meeting ended at 7:31 PM***