

**Town of Auburn  
Board of Selectmen  
June 18, 2018  
Town Hall**

**7:00 p.m.**

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

Approval of Payroll for the Week of June 11, 2018 -- \$46,515.38

Approval of Accounts Payable for the Week of June 18, 2018

Approval of Consent Agenda – Week of June 18, 2018

**() Public Hearing / Expend from Town Buildings Rehabilitation Fund**

To withdraw and expend from the Town Buildings Rehabilitation Capital Reserve Fund the amount of \$32,460.00 for the renovation of the front entrance of the Auburn Town Hall and \$18,760.00 for the painting of the exterior of the Auburn Town Hall.

**() Appointments with the Board**

**() New Business**

Federal Disaster Declarations for Flooding (March 2 – 8) and Severe Winter Storm (March 13)

Bond Reduction – Access Ambulatory Surgery Center

Bond Release – Wethersfield Phase III

Rates Charged for Special Police Details

Use of Police Detail Revolving Fund Balance

Audit by NH Retirement System

**() Old Business**

Recruitment Process for Fire Chief's Position

**() Other Business**

Parks & Recreation Facilitated Discussion – June 19, 2018 at 6 PM

**() Minutes**

- June 4, 2018 Public Meeting
- June 4, 2018 Non-Public Sessions (x2)

**() 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."*

## **PUBLIC NOTICE**

Pursuant to RSA 35 and Article 4 of the 2006 Town Meeting, the Auburn Board of Selectmen will hold a public hearing on Monday, June 18, 2018 beginning at 7:00 P.M. at the Auburn Town Hall for the purpose of receiving public comment concerning the withdrawal and expenditure of:

- The amount of \$32,460.00 for the renovation of the front entrance of the Auburn Town Hall and \$18,760.00 for the painting of the exterior of the Auburn Town Hall to come from the Town Building Rehabilitation Capital Reserve Fund.

Board of Selectmen  
Town of Auburn  
June 5, 2018



Town of Auburn

May 9, 2018

47 Chester Road

Auburn, NH 03032

Attn: William Herman, Town Administrator

## PROPOSAL

The following is a proposal for the renovation of the front entrance of the Auburn Town Hall, Auburn, NH.

After an onsite inspection and a careful review of the specifications provided by the Town of Auburn, Target New England, Historical Restorations proposes the following price:.....**\$32,460.00**

This proposed price includes all insurance, materials and labor.

References will be provided upon request.

Thank you,

James Doherty, Owner

Target New England, Historical Restorations





Town of Auburn

May 29, 2018

47 Chester Road

Auburn, NH 03032

Att: William Herman, Town Administrator

### PROPOSAL

The following is a proposal for the painting of three sides, not including the front, of the Auburn Town Hall.

Included in this price: All scraped wood will be primed. The entire building will be caulked and painted with Sherwin & Williams Industrial Acrylic Paint.

Also included in this price are all labor, insurance and materials which include a 65 foot man lift.

**Total Proposed Price.....\$18,760.00**

Thank you,

James Doherty, Owner

Target New England, Historical Restorations





## Bill Herman

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**From:** hsem-rockingham-bounces@maillist2.nh.gov on behalf of DOS: NH HSEM Field Services via HSEM-Rockingham <hsem-rockingham@maillist2.nh.gov>  
**Sent:** Monday, June 11, 2018 11:17 AM  
**Subject:** [HSEM-Rockingham County] Presidential Disaster Declarations  
**Attachments:** dec\_4370.pdf; dec\_4371.pdf; ATT00002.txt  
**Importance:** High

Good Morning,

On Friday June 8<sup>th</sup>, President Trump declared two disasters in the State of New Hampshire.

1. DR 4370 – March 2-8, 2018 Severe Storm and Flooding
  - a. Counties Eligible for Public Assistance: Rockingham
  - b. Counties Eligible for Hazard Mitigation: Statewide
2. DR 4371 – March 13, 2018 Severe Winter Storm and Snowstorm
  - a. Designated Counties Eligible for Public Assistance: Carroll, Strafford and Rockingham
  - b. Counties Eligible for Hazard Mitigation: Statewide

We are in the process of setting up Applicant Briefings to go over the disaster declarations in detail. We will let applicants know when those are scheduled. Applicants have 30 days to submit a formal Request for Public Assistance (RPA) from the date of declaration, therefore we will schedule the Applicant Briefings as soon as possible. Potential applicants include the following entities in the counties eligible for public assistance:

- State Governments
- County/Local Governments
- Private Not Profits providing essential or critical services.

If you have any questions about the disaster declarations, please contact your Field Rep or myself.

Thank you,

**Ms. Fallon C. Reed**

Planning Chief  
New Hampshire Department of Safety  
Homeland Security and Emergency Management  
Office: 603-223-3628  
Cell: 603-419-9049  
Fax: 603-223-3609  
[fallon.reed@dos.nh.gov](mailto:fallon.reed@dos.nh.gov)

**ReadyNH.gov**  
TAKE ACTION. BE SAFE.



*This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited and may be subject to criminal prosecution. If you have received this e-mail in error, please immediately notify me by telephone at 603-271-2231. You will be reimbursed for reasonable costs incurred in notifying us.*

PLANNING BOARD  
TOWN OF AUBURN

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June 11, 2018

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

Re: Access Ambulatory Surgery Center, LLC  
Map 6, Lot 18-4  
45 Dartmouth Drive

Dear Mr. Headd:

On February 21, 2018, the Planning Board voted to recommend The Board of Selectmen release \$91,819 of the \$99,319 currently held by the Town leaving \$5,000 in place until the road patch is completed on Dartmouth Drive and \$2,500 for the final establishment of vegetation and removal of the silt fence around the former construction lay down area leaving a total remaining surety of \$7,500. A copy of Stantec's letter dated January 19, 2018 is attached hereto for your reference.

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

Sincerely,

A handwritten signature in cursive script that reads "Denise Royce". The signature is written in dark ink and is positioned above the printed name and title.

Denise Royce  
Land Use Administrator

cc: Auburn Planning Board

## Denise Royce

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**From:** Tatem, Dan <dan.tatem@stantec.com>  
**Sent:** Tuesday, April 3, 2018 1:46 PM  
**To:** Denise Royce  
**Subject:** RE: Letters of Credit  
**Attachments:** let\_Poltak Ambulatory Surgery Center Surety and Monitoring Estimates 05.17.pdf; Let\_Poltak Lovers Lane II Surety Recommendation #1 03.17.pdf; let\_Poltak Liberty Woods Surety and Monitoring Estimates 02.16.pdf

See below and attached

**Dan Tatem**  
Project Manager

Direct: (603) 206-7539  
Mobile: (603) 218-9739  
Fax: (603) 669-7636

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



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

**From:** Denise Royce [mailto:planning@townofauburnnh.com]  
**Sent:** Tuesday, April 03, 2018 11:30 AM  
**To:** Tatem, Dan <dan.tatem@stantec.com>  
**Subject:** FW: Letters of Credit  
**Importance:** High

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**From:** Denise Royce  
**Sent:** Monday, April 2, 2018 2:41 PM  
**To:** dan.tatem@stantec.com  
**Subject:** Letters of Credit  
**Importance:** High

Dan,

The following letters of credit are also due to expire. Please let me know if any of these need to be reduced. The list is as follows:

Jemco Builders (Lovers Lane) \$198,137.50 due to expire 4/18/18 This is for Lovers Lane II (the new road, opposite to his Saddle Hill project). This must remain in place, unless some of these items have been completed. Then we can visit the site and recommend a surety reduction.

Auburn Medical Properties \$99,319.00 due to expire 5/8/18 This was the original surety amount and can be significantly reduced, if requested by the applicant. If not, it needs to remain in place.

Liberty Woods (Keith Martel) \$176,572.00 due to expire 5/31/18 This is the reclamation surety for the site and must be renewed and kept in place at full value.

As always, thank you for your help.

*Denise Royce*

Land Use Administrator  
Town of Auburn  
47 Chester Road  
Auburn, NH 03032  
603-483-5052 ext. 4

**UNAPPROVED MINUTES  
Town of Auburn  
Planning Board  
February 21, 2018**

**Present:** Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff, Jess Edwards & Tom LaCroix, Alternates. Minutes recorded by Denise Royce.

**Also Present:** Carrie Rouleau-Cote, Building Inspector

**Absent:** Ron Poltak, Chairman. Dale Phillips, Selectmen's Representative.

Mr. Grillo called the meeting to order at 7:03 p.m. and informed everyone present that he would be chairing the meeting tonight in the absence of Ron Poltak who has been called away for a family emergency. Mr. Grillo asked the Board members to introduce themselves to everyone present tonight.

Before moving on, Mr. Grillo elevated both Mrs. Marzloff and Mr. LaCroix to full voting members as they were short a member of the Board.

**MINUTES**

**Mrs. Marzloff moved to approve the minutes for January 17<sup>th</sup>, 2018 as written, Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.**

**GENERAL BUSINESS**

**Ambulatory Surgery Center  
Dartmouth Drive, Tax Map 6, Lot 18-4  
2<sup>nd</sup> As-Built Plan Review & Surety Recommendation**

Mr. Grillo began with the request for reduction in surety from \$91,819.00 leaving \$5,000.00 in place until the road patch is completed in Dartmouth Drive and \$2,500.00 for the final establishment of vegetation and removal of the silt fence around the former construction lay down area, to the north of the newly constructed building. The total, recommended, remaining surety is \$7,500.00.

Mrs. Marzloff asked Mr. Grillo if the Board received a resolution regarding the lighting. Mr. Grillo did not know and Mrs. Rouleau-Cote commented that, she believed that it had been resolved as there was no maximum amount in the regulations and that the use that was there required that type of lighting. Mrs. Rouleau-Cote also pointed out that there has been a lot of vandalism out there and the fact that there were no residential homes in the immediate area that it was determined to be okay.

**Mr. Rolfe made a motion to recommend the reduction for the Ambulatory Surgery Center from \$91,819.00 leaving \$5,000.00. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion passed.**

At this time, Mr. Grillo moved on to the next item on the agenda.

**Tom Sokoloski  
On Behalf of Ara Tamzarian  
12 Tanglewood Drive, Tax Map 4, Lot 19  
Discuss Site Restoration of Disturbed Area**

Mr. Sokoloski, a certified wetland scientist presented on behalf of Mr. Tamzarian, who was not present at tonight's meeting. Mr. Sokoloski explained that about 2004/2005 Tanglewood Subdivision was approved and that development has pretty much fully built out leaving this one lot. Mr. Sokoloski further added that, during the subdivision construction that a portion of this particular lot was used as a stump dump for the remainder of the land that was cleared. It was intended to be temporary but in fact sat for a great deal of time. Mr. Sokoloski went on to say that, in 2017 Mrs. Rouleau-Cote, the Building Inspector had noticed that this stump dump that had remained there all this time needed to be cleaned up because it was within the towns 125-foot wetlands setback. Mr. Sokoloski commented that, Mrs. Rouleau-Cote had Mr. Tamzarian remove the stumps and he removed them to a large extent and there are a few remaining. Mr. Sokoloski stated that, Mrs. Rouleau-Cote went to inspect the clean-up and that she informed Mr. Tamzarian that they all needed to be cleaned out. Mr. Sokoloski informed the Board that, although the site is stable and not washing away into the woods or wetlands nearby that it was determined that a restoration plan should be prepared. Mr. Sokoloski explained that Mr. Tamzarian contacted him to prepare a restoration plan and passed out copies of a proposed restoration plan for the lot located on Tanglewood Drive. Mr. Sokoloski explained what they were proposing to do by restoring a site that had been used as a stump dump and what they are proposing to do is clean up the disturbed area and restore it. At this time, Mr. Sokoloski explained the plan dated January 15, 2017 to the Board members. (A copy of which is provided in the Planning Board file). Mr. Sokoloski informed the Board that what they were looking for from the Board was some indication that this is an appropriate means of mitigating this stump dump and restoring this surface of land there. This is the last lot to be developed and Mr. Tamzarian does have a potential buyer for the lot and he is looking to get final guidance on this so that he can close on that lot and proceed with the lot being developed at some point during this coming year.

Mr. Edwards understood what the owner was looking to do and that the owner would like to get this done as quickly as possible. Mr. Sokoloski said yes. Mr. Porter asked what level of wetland was out there. Mr. Sokoloski indicated that it was a Level One wetland. Mrs. Marzloff asked about the building envelope and Mrs. Rouleau-Cote stated that, this was not the discussion tonight that the building envelope was put in place at the time of subdivision and approved by the Planning Board already. Mr. Edwards asked if this should have been a Conservation Commission function and not a Planning Board





January 19, 2018  
File: 195113259

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

Dear Mr. Poltak,

**Reference: Auburn, NH  
Ambulatory Surgery Center  
Tax Map 6 Lot 18-4  
2nd As-Built Plan Review & Surety Recommendation**

We have reviewed the as-built plan prepared by Keach-Nordstrom Associates, Inc. (KNA), dated December 1, 2017 and most recently revised on January 12, 2018. The revised as-built plan was received by Stantec on January 15, 2018, via email. The revised plan addressed the comments from our January 10, 2018 review letter.

Currently the Town is holding surety in the amount of \$99,319. We recommend that \$91,819 be released, leaving \$5,000 in place until the road patch is completed in Dartmouth Drive and \$2,500 for the final establishment of vegetation and removal of the silt fence around the former construction lay down area, to the north of the newly constructed building. The total, recommended, remaining surety is **\$7,500**.

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in black ink, appearing to read "J. Daniel Tatem".

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

c. Jason Lopez, KNA (email)  
Dave Daigneault, Chinburg Builders (email)  
Joshua Siegel, Owner  
M. Rainey, J. Stacy, Severino Trucking (email)  
R. LaBranche, Stantec

**UNAPPROVED MINUTES  
Town of Auburn  
Planning Board  
February 21, 2018**

**Present:** Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff, Jess Edwards & Tom LaCroix, Alternates. Minutes recorded by Denise Royce.

**Also Present:** Carrie Rouleau-Cote, Building Inspector

**Absent:** Ron Poltak, Chairman. Dale Phillips, Selectmen's Representative.

Mr. Grillo called the meeting to order at 7:03 p.m. and informed everyone present that he would be chairing the meeting tonight in the absence of Ron Poltak who has been called away for a family emergency. Mr. Grillo asked the Board members to introduce themselves to everyone present tonight.

Before moving on, Mr. Grillo elevated both Mrs. Marzloff and Mr. LaCroix to full voting members as they were short a member of the Board.

**MINUTES**

**Mrs. Marzloff moved to approve the minutes for January 17<sup>th</sup>, 2018 as written, Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.**

**GENERAL BUSINESS**

**Ambulatory Surgery Center  
Dartmouth Drive, Tax Map 6, Lot 18-4  
2<sup>nd</sup> As-Built Plan Review & Surety Recommendation**

Mr. Grillo began with the request for reduction in surety from \$91,819.00 leaving \$5,000.00 in place until the road patch is completed in Dartmouth Drive and \$2,500.00 for the final establishment of vegetation and removal of the silt fence around the former construction lay down area, to the north of the newly constructed building. The total, recommended, remaining surety is \$7,500.00.

Mrs. Marzloff asked Mr. Grillo if the Board received a resolution regarding the lighting. Mr. Grillo did not know and Mrs. Rouleau-Cote commented that, she believed that it had been resolved as there was no maximum amount in the regulations and that the use that was there required that type of lighting. Mrs. Rouleau-Cote also pointed out that there has been a lot of vandalism out there and the fact that there were no residential homes in the immediate area that it was determined to be okay.

**Mr. Rolfe made a motion to recommend the reduction for the Ambulatory Surgery Center from \$91,819.00 leaving \$5,000.00. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion passed.**

At this time, Mr. Grillo moved on to the next item on the agenda.

**Tom Sokoloski  
On Behalf of Ara Tamzarian  
12 Tanglewood Drive, Tax Map 4, Lot 19  
Discuss Site Restoration of Disturbed Area**

Mr. Sokoloski, a certified wetland scientist presented on behalf of Mr. Tamzarian, who was not present at tonight's meeting. Mr. Sokoloski explained that about 2004/2005 Tanglewood Subdivision was approved and that development has pretty much fully built out leaving this one lot. Mr. Sokoloski further added that, during the subdivision construction that a portion of this particular lot was used as a stump dump for the remainder of the land that was cleared. It was intended to be temporary but in fact sat for a great deal of time. Mr. Sokoloski went on to say that, in 2017 Mrs. Rouleau-Cote, the Building Inspector had noticed that this stump dump that had remained there all this time needed to be cleaned up because it was within the towns 125-foot wetlands setback. Mr. Sokoloski commented that, Mrs. Rouleau-Cote had Mr. Tamzarian remove the stumps and he removed them to a large extent and there are a few remaining. Mr. Sokoloski stated that, Mrs. Rouleau-Cote went to inspect the clean-up and that she informed Mr. Tamzarian that they all needed to be cleaned out. Mr. Sokoloski informed the Board that, although the site is stable and not washing away into the woods or wetlands nearby that it was determined that a restoration plan should be prepared. Mr. Sokoloski explained that Mr. Tamzarian contacted him to prepare a restoration plan and passed out copies of a proposed restoration plan for the lot located on Tanglewood Drive. Mr. Sokoloski explained what they were proposing to do by restoring a site that had been used as a stump dump and what they are proposing to do is clean up the disturbed area and restore it. At this time, Mr. Sokoloski explained the plan dated January 15, 2017 to the Board members. (A copy of which is provided in the Planning Board file). Mr. Sokoloski informed the Board that what they were looking for from the Board was some indication that this is an appropriate means of mitigating this stump dump and restoring this surface of land there. This is the last lot to be developed and Mr. Tamzarian does have a potential buyer for the lot and he is looking to get final guidance on this so that he can close on that lot and proceed with the lot being developed at some point during this coming year.

Mr. Edwards understood what the owner was looking to do and that the owner would like to get this done as quickly as possible. Mr. Sokoloski said yes. Mr. Porter asked what level of wetland was out there. Mr. Sokoloski indicated that it was a Level One wetland. Mrs. Marzloff asked about the building envelope and Mrs. Rouleau-Cote stated that, this was not the discussion tonight that the building envelope was put in place at the time of subdivision and approved by the Planning Board already. Mr. Edwards asked if this should have been a Conservation Commission function and not a Planning Board

PLANNING BOARD  
TOWN OF AUBURN

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June 11, 2018

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

Re: **Wethersfield Phase III**

Dear Mr. Headd:

On June 6, 2018, the Planning Board voted to recommend The Board of Selectmen approve to release the 2-year maintenance surety that was provided to the Town in May 2016 in the amount of \$33,502.00 for Wethersfield Phase III. Mr. Tatem of Stantec has sent a recommendation letter dated May 22, 2018 of which is attached hereto for your reference. The letter indicates that any recommendations from Stantec have been completed and the surety is ready to be released.

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

Sincerely,

A handwritten signature in cursive script that reads "Denise Royce". The signature is written in dark ink and is positioned above the printed name and title.

Denise Royce  
Land Use Administrator

cc: Auburn Planning Board



May 22, 2018  
File: 195110837

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

RECEIVED

MAY 23 2018

Dear Mr. Poltak,

**Reference: Auburn, NH  
Wethersfield - Phase III  
Steam Mill Road, Station 0+00 to Station 66+32  
Wellesley Circle, Station 0+00 to Station 6+33  
Pingree Hill Road, Station 52+25 to 56+00  
Maintenance Surety Release Recommendation**

At the request of the Road Agent, we met on-site with the Developer on May 9, 2018 to walk the subject roadway to view the condition of the three roadways and the related infrastructure improvements, in order to provide a recommendation regarding the release of the \$33,502.00 2-year maintenance surety that was provided to the Town in May 2016. During our site walk we noted several minor areas of cracking in the wearing course pavement. It was agreed that the Developer would contract with a crack sealing contractor and clean and seal the cracks. As of the date of this letter, the crack sealing has been completed; therefore, we recommend the release of the maintenance surety, currently held by the Town.

Please call if you have any questions.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

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

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

c. Mike Dross, Carrie Cote, Jim Headd, Denise Royce, Bill Herman Town of Auburn  
Rick Eaton, Developer  
R. LaBranche, Stantec

**UNAPPROVED MINUTES**  
**Town of Auburn**  
**Planning Board**  
**June 6, 2018**

**Present:** Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff & Tom LaCroix, Alternates. Keith Leclair, Selectmen's Representative. Minutes recorded by Denise Royce.

**Absent:** Jess Edwards, Alternate.

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight. Mr. Poltak pointed out that there were a number of items on the agenda tonight and asked for a motion to accept the minutes of May 16, 2018.

**MINUTES**

**Mr. Porter moved to approve the minutes for May 16<sup>th</sup>, 2018 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.**

**GENERAL BUSINESS**

***Wethersfield – Phase III***  
***Rick Eaton/Espana Builders***  
***Steam Mill Road***  
***Wellesley Circle***  
***Pingree Hill Road***  
***2-Year Maintenance Surety Release Recommendation***

Mr. Poltak read a letter from Mr. Tatem of Stantec recommending the release of the \$33,502.00 2-year maintenance surety that was provided to the Town of Auburn in May 2016 (a copy of which can be found in the file). At this time, Mr. Poltak acknowledged that Mr. Eaton was present tonight and asked Mr. Eaton if he had anything he wanted to add. Mr. Eaton explained that he had done everything that Mr. Tatem had asked him to do and that everything was done. Mr. Poltak asked the Board members if they had any questions. None were noted and Mr. Poltak asked for a motion to recommend the release of surety.



**Mr. Grillo made a motion to recommend that the 2-year maintenance surety be released which was being held for Wethersfield – Phase III, Steam Mill Road, Station 0+00 to Station 66+32, Wellesley Circle, Station 0+00 to Station 6+33, Pingree Hill Road, Station 52+25 to 56+00 in the amount of \$33,502.00. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.**

Mr. Eaton thanked the Board and exited the meeting.

***Auburn Historical Society***

***Sam Rooney***

***102 Hooksett Road, Tax Map 10, Lot 5-1***

***Discuss Sign Request***

Sam Rooney from Troop 127 presented to the Board members the project he is working on which is to place a sign recognizing the "Dockham Store" that is located in front of the Auburn Historical Association. Sam Rooney explained that, the sign would be placed at the road approximately 20 feet off the actual roadway and 10 feet off the driveway. At this time, Sam Rooney showed the actual sign that he would like to put up. Mr. Poltak asked where the sign was going to go. Sam Rooney showed the location of where the proposed sign would be placed on the plot plan of the property. At this time, the Board members reviewed the location for the sign location. Sam Rooney stated that they would like to place it closer to the road so people can see it. What he's asking from the Board tonight is permission to place the sign in that location and to waive any permit fees associated with placing the sign. Mr. Poltak asked when they would be putting up the sign. Sam Rooney commented that, they would like to put it up this weekend. Mrs. Marzloff asked how they would be mounting the sign. Sam Rooney said they have a sign post similar to the road signs.

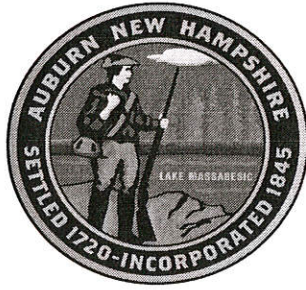
Mr. Poltak asked the Board members how they would like to proceed as they would be looking to accept the sign and the plot plan for the Auburn Historical Society and waive the fees.

**Mr. Leclair made a motion to accept the sign and plot plan for the Auburn Historical Society and waive any fees required for 102 Hooksett Road, Tax Map 10, Lot 5-1. Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.**

Mr. Poltak and the Board members commented that Sam Rooney did a great job and congratulated him.

## 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: June 20, 2018

Re: Police Detail Rates

Recent discussions concerning cruiser mileage and use of cruisers for special details lead to a request for information on the rates charged for police details and whether the rates should or shouldn't include funds for the provision of a cruiser. This was also a recommendation included in the Organizational and Risk Assessment done on the Auburn Police Department by Municipal Resources, Inc., (MRI) in 2016 (copy attached).

The current rate of \$57.00 per hour for police details was established by the Board of Selectmen in 2014 and has not been reviewed since. The rate paid to the police officer is \$40.00 per hour as established in the Collective Bargaining Agreement with the Auburn Police Union. The \$17.00 difference is to cover associated benefits and the provision of a cruiser.

Attached is a spreadsheet that breaks down the specific items included in the rate, as well as rates currently charged by four other area communities.

The Board should know the actual expense of the details performed varies depending on whether a full-time officer or part-time officer is assigned the detail. The difference in cost is based on NH Retirement System costs for full-time officers; Social Security for regular part-time officers and neither expense for retired full-time officers who are now working part-time. In real numbers, the costs total \$52.50 per hour for full-time officers, \$43.21 for regular part-time officers and \$40.73 for retirees working part-time.

A discussion for the Board may be whether the Auburn rate is adequate to cover all expenses incurred by the Town, and whether a cruiser should be part of the flat rate charged or be a separate add-on fee to a base rate for just the officer. When initially established, the Town utilized the FEMA reimbursement rate for a stationary police cruiser with the engine running. That hourly rate has increased significantly to \$15.69 per hour as of 2017, which is the rate used by Derry for its police details.

We would encourage the Board to maintain a flat rate per hour for all details, inclusive of the cost for the use of a cruiser. It will be much easier for the accounting and invoicing of the service than to have to stop and verify whether a cruiser was involved or not. If the detail is performed in Auburn, there is usually always a cruiser involved and I would recommend that be the standard to use across the board.

One expense that has never been addressed by Auburn as part of the cost of special police details is the administrative time involved with scheduling, assigning, payroll accounting and invoicing for the police details, in addition to managing the details revolving fund established in 2008.

There are at least two individuals involved at the Police Department who receive the requests for details; schedule an officer for the assignment and match assignments to time sheets for payroll. There are another two individuals at the Town Hall involved with processing payroll, invoicing the private firms for the details provided, and maintaining & balancing the Police Detail Revolving Fund. The Town has never included any of this work associated with police details in the billable rate for the service.

We are not advocating for any particular rate to be charged, or even to change the rate. In looking at these comparisons with other communities, Auburn's low rate may be part of the reason so many requests for police details in other communities are received by Auburn. For example, so far in June, Adele indicates three out of 14 details were in Auburn with the remaining 11 being performed in other communities.

Should the Board make the determination that rates should be adjusted by some amount, it would be appropriate for the Board to consider the following motions:

*Move to increase the hourly rate for of a police cruiser to \$\_\_\_\_\_ per hour as part of the total rate charged for special police details to be effective August 1<sup>st</sup>, 2018.*

*Move to include in the hourly rate charged for special police details the amount of \$\_\_\_\_\_ per hour to help cover administrative costs associated with the handling of special police details effective August 1<sup>st</sup>, 2018.*

Thank you for your consideration.

Attachments

## **RECOMMENDATIONS**

- 10.1 The Town or the police department could consider initiating an electronic purchase order system for the approval of purchases before items are actually ordered, rather than approve expenditures already made.
- 10.2 The Town might consider researching the costs associated with making the MuniSmart finance program available to the police department or all Town departments. It appears this would solve the issue of the police department maintaining a separate set of books. An alternative option would be to secure a second license for MuniSmart for the police department.
- 10.3 The police department might consider advertising for a citizen volunteer for researching potential grant opportunities.
- 10.4 The department should attempt to locate classes on grant writing and administration and assign appropriate personnel.
- 10.5 The Town and the department might consider the establishment of a donation account. Should the department develop a need for a piece of equipment, a project, or a service not funded through the budget, the department could request donations from citizens and businesses to fund the expense.
- 10.6 The Town might consider aggregating the expenses for all departments associated with electricity, oil, and telephone service to a Town Hall account. These bills are currently sent directly to Town Hall and are not approved by department heads prior to payment. This system would be in a manner similar to costs associated with the health, dental, and disability insurances currently so aggregated.
- 10.7 The Town might consider increasing the amount charged for use of a cruiser on police details to a more current figure. This fee should only be included for details when a cruiser is actually utilized. The Town may also want to consider a small percentage be added to the detail fee for administration of the billing process.

## BREAKDOWN AND COMPARISON OF POLICE DETAIL RATES

	Auburn	Bow	Derry	Hooksett	Londonderry
Hourly Rate	\$40.00	\$52.50	\$45.35	\$45.00	\$46.00
Medicare	0.58	0.76	0.66	0.65	0.67
NH Retirement	11.77	15.45	13.35	13.24	13.54
Worker's Comp	0.15	1.09	0.63	0.93	0.89
Admin	0.00		8.16		0.90
Cruiser	4.50	10.20	0.00		0.00

DETAIL RATE	\$57.00	\$80.00	\$69.00	\$52.00	\$62.00
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Cruiser (per hour) <i>(in addition to detail rate)</i>			\$15.69	\$5.00	\$11.00
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TOTAL	\$57.00	\$80.00	\$84.69	\$57.00	\$73.00
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**FEMA's SCHEDULE OF EQUIPMENT RATES**

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
RECOVERY DIRECTORATE  
PUBLIC ASSISTANCE DIVISION  
WASHINGTON, DC 20472**

The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES  
DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 1, 2017.

FEMA Code ID		Equipment Description					2017 Rate
Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.51
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$8.84
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$11.14
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	\$18.39
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$30.47
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$48.71
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	\$92.88
8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	hour	\$96.96
8040	Ambulance			to 150		hour	\$28.00
8041	Ambulance			to 210		hour	\$40.50
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$4.43
8051	Board, Message			to 5	Trailer Mounted.	hour	\$11.61
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$2.14
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$4.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	\$3.16
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	mounting hardware. Add this rate to tractor rate for total	hour	\$34.28
8064	Hydraulic Post Driver					hour	\$35.10
8065	Auger	Horizontal Directional Boring Machine	250 X 100	300	DD-140B YR-2003	hour	\$169.40
8066	Auger	Horizontal Directional Boring Machine	50 X 100			hour	\$31.95
8067	Auger, Directional Boring Machine	Auger, Directional Boring Machine				hour	\$36.97
8070	Automobile			to 130	Transporting people.	mile	\$0.535
8071	Automobile			to 130	Transporting cargo.	hour	\$12.32
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.535
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$15.69
8075	Motorcycle, Police					mile	\$0.505
8076	Automobile - Chevy Trailblazer	6 or 8 cl		285 to 300		hour	\$22.00
8077	Automobile - Ford Expedition	Fire Command Center				hour	\$19.00
8080	All Terrain Vehicle (ATV)	Engine 110cc, 4-Wheel; 20" tyre		6.5-7.5		hour	\$8.20
8081	All Terrain Vehicle (ATV)	Engine 125cc, 4-Wheel; 21" tyre		7.6-8.6		hour	\$8.50
8082	All Terrain Vehicle (ATV)	Engine 150cc, 4-Wheel; 22" tyre		9.0-10.0		hour	\$8.51
8083	All Terrain Vehicle (ATV)	Engine 200cc, 4-Wheel; 24" tyre		12-14.0		hour	\$9.00
8084	All Terrain Vehicle (ATV)	Engine 250cc, 4-Wheel; 24" tyre		15-17		hour	\$9.40



## 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: June 20, 2018  
Re: Police Special Details Revolving Fund

In 2008, Auburn voters approved establishing a revolving fund for police special details in accordance with RSA 31:95-h. Simply described, the expenses for the police special details are paid for by the revenue for the police special details that comes through the revolving fund.

Prior to 2008, the Town annually appropriated an amount of money to support police special details which could be off-set by revenues collected.

The expenses that have been paid through the revolving fund has been the hourly wage and the related payroll expenses (i.e. – NH Retirement System contributions for full-time officers, Social Security for part-time officers, Medicare and Workers Compensation). In addition, the amount charged for the use of cruisers is transferred to the general fund as a revenue at the close of each year to cover those expenses.

Although the amount has varied some year to year, the Town brings in more than those identified costs with the balance retained in the Police Special Details Revolving Fund. As of December 31, 2016, the Police Special Details Revolving Fund had an audited fund balance of \$131,927. This balance has accumulated since the opening of the revolving fund in 2008, and compares to the audited fund balance of \$103,029 as of December 31, 2015.

The warrant article approved by voters in 2008 restricts the use of funds in the revolving fund to support police special details. In conferring with Finance Director Adele Frisella, no funds have ever been spent from the balance of the revolving fund beyond what is described above.

Should the Board increase the rate charged for the use of cruisers, there could be a larger amount accounted for and transferred for cruisers. And should the Board determine an amount be charged for the administrative cost for scheduling, assigning, payroll accounting and invoicing for police details, that amount collected can also be transferred to the general fund to offset those expenses.

Other communities have broadened the purpose special police detail revolving funds can be used for to include "police related equipment", "allow for the purchase of cruisers and related equipment", "fleet maintenance" or "general police equipment". Such a change would have to be approved by the voters in the form of a warrant article on the annual town meeting warrant.

Thank you for your consideration.

Attachments

**ANNUAL TOWN MEETING  
AUBURN, NEW HAMPSHIRE  
2008**

The Annual Meeting for the Town of Auburn, New Hampshire, was called to order by the Assistant Moderator, Albert Samson, at 7:00am on Tuesday, March 11, 2008. Voting proceeded until 7:00pm.

The business meeting was adjourned to Saturday, March 15, 2008, at 1:00pm to take up Articles Five through Seventeen.

Articles One through Four were decided on the Official Ballot on Tuesday, March 11, with the following results: 881 (13 absentee) voted. 19 residents registered to vote on election day, making the total number of registered voters 3,777.

**First:**

Selectman for three years	Paul M. Raiche	530*
(*denotes winner)	Harland Eaton	318
5 Write-ins		
Town Moderator for two years	C. Donald Stritch	783
6 Write-ins		
Town Clerk for three years	Joanne T. Linxweiler	809
1 Write-in		
Tax Collector for three years	Kathleen A. Sylvia	793
Town Treasurer for one year	Linda Zapora	786
2 Write-ins		
Library Trustee for three years	David S. Griffin	795
1 Write-in		
Cemetery Trustee (Auburn Village) for three years		
100 Write-ins:	David Griffin – 9	
	John Karpinski – 8	
	Scott Norris – 6	
	A smattering of single votes	
Cemetery Trustee (Longmeadow) for three years	Lorraine P. Senechal	754
1 Write-in		
Trustee of the Trust Funds for three years	Howard Burgess	751
Supervisor of the Checklist for six years	Susan N. Jenkins	762
2 Write-ins		
Police Commission for three years	Hubert J. Topliff	742
6 Write-ins		

responded to questions on the prioritizing of roads and bridges to be repaired. **Vote was taken and Article Nine Passed.**

**Tenth:** To see if the Town will vote to raise and appropriate the sum of Seventy-five thousand dollars (\$75,000) for a wastewater planning study to be conducted for the Town of Auburn; and to authorize the Board of Selectmen to accept and expend for this purpose grants of federal or state aid, or both, as may be available, including, but not limited to, \$15,000 to come from a Community Technical Assistance Program grant from the NH Department of Transportation; \$15,000 to come from a State Matching Grant through the NH Department of Environmental Services, with the balance of \$45,000 to be transferred from the unexpended fund balance (surplus) as of December 31, 2007. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Article Ten was moved by Harland Eaton and seconded by Russell Sullivan. Harland Eaton spoke to the article.

Everett Harriman made a motion to amend the article to read "not to exceed the sum of Seventy-five thousand dollars (\$75,000)." Seconded by Paula Marzloff. Discussion was held on the amendment. Vote taken on the amendment and **Amendment Failed.**

Vote was taken on Article Ten, as written. **Article Ten Passed.**

**Eleventh:** To see if the Town will vote to raise and appropriate the sum of \$75,000 to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. The \$75,000 will be transferred from the unexpended fund balance (surplus) as of December 31, 2007. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Article Eleven was moved by Harland Eaton, seconded by Jim Headd. Harland Eaton spoke to the article. Discussion was held on the balance of the unexpended fund. Vote was taken and **Article Eleven Passed.**

At this point in the meeting Selectmen Jim Headd and Russell Sullivan thanked Harland Eaton for his nine years of service to the town as Selectman. He was presented with a plaque in recognition of his service and received a standing ovation.

**Twelfth:** To see if the town will vote to establish a revolving fund pursuant to RSA 31:95-h, for the purpose of police special details. All revenues received for police special details will be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general fund unreserved fund balance. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created, and will have no impact on the tax rate. **(Recommended by Board of Selectmen) (Recommended by the Budget Committee)**

Article Twelve was moved by Edward Picard and seconded by David Flight. Chief Picard spoke to the article and addressed questions. Vote was taken and **Article Twelve Passed.**

**Thirteenth:** To see if the Town will vote to authorize the Board of Selectmen to enter into a maximum seven (7) year lease/purchase agreement for the purpose of acquiring a new Class A 1500 GPM fire pumper truck valued at \$498,854 and equipment valued at \$36,500 to outfit the truck for the Town of Auburn to be used by the Auburn Volunteer Fire Department, and to raise and appropriate the sum of One-hundred-thirty-six thousand-five hundred dollars (**\$136,500**) for an initial payment towards this acquisition in fiscal year 2008. The lease/purchase agreement will contain a non-appropriation clause, and the \$136,500 will be transferred from the unexpended fund balance (surplus) as of December 31, 2007. **(Majority vote required) (Recommended by Board of Selectmen) (Recommended by the Budget Committee)**

Article Thirteen was moved by Bruce Phillips and seconded by Harland Eaton. Bruce Phillips spoke to the article. There was no discussion. Vote was taken and **Article Thirteen Passed.**

**Fourteenth:** To see if the Town will vote to request the Board of Selectmen work with appropriate officials to have the programming of the Manchester Community Access Media (MCAM) included in the cable television offerings for cable subscribers in the Town of Auburn. (By petition submitted and signed by at least twenty-five certified petitioners).

Article Fourteen was moved by Will Thomas and seconded by Russell Sullivan. Mr. Thomas spoke to the article and answered questions from the floor. After much discussion, Bruce Phillips made a motion to move the article, seconded by Michael Dann. Vote to end discussion was taken. Vote was in the affirmative to cease discussion. Vote was taken and **Article Fourteen was Defeated.**

**Fifteenth:** Resolved: We the citizens of Auburn, New Hampshire believe in a New Hampshire that is just and fair. The property tax has become unjust and unfair. State leaders who take a pledge for no new taxes perpetuate higher and higher property taxes. We call on our State Representatives, our State Senator and our Governor to reject the "Pledge", have an open discussion covering all options, and adopt a revenue system that lowers property taxes. (By petition submitted and signed by at least twenty-five certified petitioners).

Article Fifteen was moved by Will Thomas and seconded by Dan Carpenter. Mr. Thomas addressed the article. After lengthy discussion, Barbara Willenbacher made a motion to move the question, seconded by John Willenbacher. Vote to move the question was in the affirmative. Vote was taken and **Article Fifteen was defeated.**



**TOWN OF AUBURN, NEW HAMPSHIRE**  
**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended December 31, 2016**

**NOTE 10—COMPONENTS OF FUND BALANCE**

The components of the Town's fund balance for its governmental funds at December 31, 2016 are as follows:

<u>Fund Balances</u>	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Nonspendable:</b>			
Prepaid expenses	\$ 12,377		\$ 12,377
Permanent funds - Principal		\$ 99,622	99,622
<b>Restricted for:</b>			
Permanent funds - Income		54,103	54,103
Library funds	53,738		53,738
<b>Committed for:</b>			
Expendable trusts	144,166		144,166
Conservation		292,927	292,927
Police details		131,927	131,927
<b>Assigned for:</b>			
Designated to offset subsequent year appropriations	59,900		59,900
Encumbrances	246,793		246,793
<b>Unassigned:</b>			
Unassigned - General operations	1,763,058		1,763,058
	<u>\$ 2,280,032</u>	<u>\$ 578,579</u>	<u>\$ 2,858,611</u>

**NOTE 11—PROPERTY TAXES**

Taxes are levied on the assessed valuation of all taxable real property as of the prior April 1 (\$654,335,959 as of April 1, 2016) and are due in two installments on July 6, 2016 and December 5, 2016. Taxes paid after the due dates accrue interest at 12% per annum. Property taxes are recognized as revenue when received in cash or if available to finance current period operations (within sixty days of year end).

Under State law, the Tax Collector obtains tax liens on properties which have unpaid taxes in the following calendar year after taxes were due for the amount of unpaid taxes, interest and costs. These priority tax liens accrue interest at 18% per annum. If the property is not redeemed within a two year redemption period, the property may be tax deeded to the Town.

In accordance with State law, the Town collects taxes for the Auburn School District and Rockingham County, both independent governmental units, which are remitted to them as required by law. The Town also collects State of New Hampshire Education taxes, which are remitted directly to the school district. Total taxes appropriated during the year were \$9,618,791 and \$711,798, for the Auburn School District and Rockingham County, respectively. These taxes are not recognized as revenues in these financial statements. The Town bears responsibility for uncollected taxes. At December 31, 2016, the balance of the property tax appropriation due to the Auburn School District is \$3,968,791 and has been reported as 'Due to other governments' in these financial statements.

**TOWN OF AUBURN, NEW HAMPSHIRE**  
**NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)**  
**For the Year Ended December 31, 2015**

<u>Fund Balances</u>	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Nonspendable:</b>			
Prepaid expenses	\$ 27,065		\$ 27,065
Permanent funds - Principal		\$ 99,622	99,622
<b>Restricted for:</b>			
Permanent funds - Income		53,290	53,290
Library operations	48,758		48,758
<b>Committed for:</b>			
Expendable trusts	126,748		126,748
Conservation commission		684,628	684,628
Police details		103,029	103,029
<b>Assigned for:</b>			
Designated to offset subsequent year appropriations	84,000		84,000
Encumbrances	388,281		388,281
<b>Unassigned:</b>			
Unassigned - General operations	1,237,213		1,237,213
	<u>\$ 1,912,065</u>	<u>\$ 940,569</u>	<u>\$ 2,852,634</u>

**NOTE 11—PROPERTY TAXES**

Taxes are levied on the assessed valuation of all taxable real property as of the prior April 1 (\$636,621,065 as of April 1, 2015) and are due in two installments on July 1, 2015 and December 7, 2015. Taxes paid after the due dates accrue interest at 12% per annum. Property taxes are recognized as revenue when received in cash or if available to finance current period operations (within sixty days of year end).

Under State law, the Tax Collector obtains tax liens on properties which have unpaid taxes in the following calendar year after taxes were due for the amount of unpaid taxes, interest and costs. These priority tax liens accrue interest at 18% per annum. If the property is not redeemed within a two year redemption period, the property may be tax deeded to the Town.

In accordance with State law, the Town collects taxes for the Auburn School District and Rockingham County, both independent governmental units, which are remitted to them as required by law. The Town also collects State of New Hampshire Education taxes, which are remitted directly to the school district. Total taxes appropriated during the year were \$9,880,338 and \$710,576, for the Auburn School District and Rockingham County, respectively. These taxes are not recognized as revenues in these financial statements. The Town bears responsibility for uncollected taxes. At December 31, 2015, the balance of the property tax appropriation due to the Auburn School District is \$3,615,338 and has been reported as 'Due to other governments' in these financial statements.

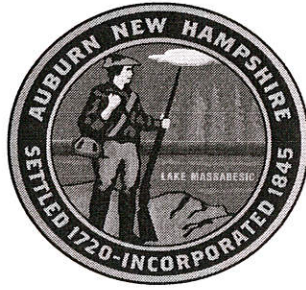
**NOTE 12—RISK MANAGEMENT**

The Town is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended December 31, 2015, the Town was a member of and participated in a public entity risk pool (Trust) for property and liability insurance and worker's compensation coverage. Coverage has not been significantly reduced from the prior year and settled claims have not exceeded coverage in any of the past three years.



## 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: June 12, 2018

Re: Recruitment Process for Fire Chief's Position

Based on various conversations in recent weeks the Board has had, as well as ongoing conversations I have had with members of the Auburn Fire Department, I am proposing the Board of Selectmen consider the following recruitment process to fill the Fire Chief's position.

At the outset, I believe the Board needs to determine or confirm that the Fire Chief's position is a part-time position and, as a responsible department head level position, it shall be paid on a salary basis instead of the combined stipend and hourly rate previously utilized.

To commence a search for a new Fire Chief, we have prepared the attached job notice / advertisement that we propose be placed in The Union Leader and the web sites of the Town of Auburn and NH Municipal Association at a minimum.

Once we have reached the point of moving forward with applications received, I would recommend a review panel be established to include two or three area fire and/or EMS professionals, one representative of the Auburn Fire Department and the Town Administrator. The panel would be tasked with culling the applicants down to four to six candidates to be invited to participate in an assessment center process.

The Assessment Center would include a minimum of two and a potential of three separate interview panels that would meet simultaneously and applicants would rotate between them for maximum one hour time blocks. The potential three panels would include:

- Professional Fire / EMS Panel: 5 – 7 members including one AFD full-time officer and one AFD call firefighter.
- Community Panel: 5 – 7 members with potential members being the AVS Principal, a State Representative, Library Director, Police Commissioner, representative of Auburn Historical Association, a Senior Citizen, a local business owner, etc.
- Town Government: Board of Selectmen and Town Administrator (if the Board wants to participate at this level).

The Assessment Center process would narrow the field of candidates down to the final two or three who would then be invited into a final interview with the Board of Selectmen (whether the Selectmen chose to participate in the Assessment Center or not).

The Board of Selectmen would make final determination of a candidate and make an offer of employment based on the final interviews.

Recruitment Process for Fire Chief's Position  
June 12, 2018  
Page Two

As outlined above, I believe the potential time frame for this process would be as follows:

- ❖ BOS Authorization of Process and Job Posting: June 18<sup>th</sup>
- ❖ Placement of Job Posting / Advertising: June 19<sup>th</sup>
- ❖ Application Period: June 19<sup>th</sup> through July 6<sup>th</sup>
- ❖ Application & Resume Review: Week of July 9<sup>th</sup> through 13<sup>th</sup>
- ❖ Assessment Center: Week of July 23<sup>rd</sup> through 27<sup>th</sup>
- ❖ Final Interviews by Board of Selectmen: Week of July 30<sup>th</sup> through August 3<sup>rd</sup>
- ❖ Job Offer / Background & Reference Checks: Week of August 6<sup>th</sup> through 10<sup>th</sup>

In addition to the proposed job notice / posting, we have also attached a copy of the current job description for the position of Fire Chief with a few proposed adjustments based on the input received from the officers of the Auburn Fire Department at the Board's meeting on June 4<sup>th</sup>. Copies of these materials were shared with officers of the department prior to being provided to the Board of Selectmen.

Should the Board be in agreement with this structure for the Fire Chief's position and with the proposed recruitment process, it would be appropriate for the Board to consider the following motions:

*Move to define and establish the position of Fire Chief for the Town of Auburn as a part-time, exempt salaried position.*

*Move to approve the proposed recruitment process to fill the vacant Fire Chief's position including the posting of the position; application review panel; hosting of an assessment center and final interviews to be conducted by the Board of Selectmen.*

Thank you for your consideration.

Attachments

# Fire Chief

## Town of Auburn

The Town of Auburn is seeking a part-time Fire Chief for up to an average of 26 hours per week (1,352 hours annually).

**General Duties:** The Fire Chief reports directly to the Board of Selectmen and oversees a department with two-full-time firefighters and approximately 35 call firefighters with an annual budget of approximately \$415,000. Seeking a senior fire officer to be responsible for planning, directing and coordinating all fire service activities including firefighting, fire prevention, emergency medical and rescue operations, hazardous materials incident management and community involvement. **Skills and Experience:** Knowledge of principles and practices of modern fire department administration, with a focus on organization, administration, budgeting and personnel management. Individual should have good communication skills and minimum of five years in a municipal setting. The Fire Chief is required to live within a reasonable radius of the community. Salary to be dependent on experience. To apply: send letter of interest and resume to the Auburn Town Administrator, PO Box 309, Auburn, NH 03032 or [townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)

**Closing Date:** Application review will commence on July 9th. Open until filled.

## TOWN OF AUBURN

JOB TITLE: Fire Chief

5/4/11

DEPARTMENT: Fire

STATUS: Part-Time, Non-Exempt

LABOR GRADE: 16

JOB SUMMARY: Responsible for planning, directing and coordinating all fire service activities including those pertaining to fire fighting, fire prevention, emergency medical and rescue operations, and hazardous materials incident management; administers, supervises and enforces all phases of Fire Department policy, operations, equipment and building.

### MAJOR DUTIES:

- Assumes sole and absolute command at fires and alarms of fires, over all members of the Fire Department, all persons present at fires, all apparatus and equipment belonging to the Town of Auburn, and shall direct all measures deemed necessary for the preservation of life and extinguishing of fire.
- Directs the scene at all fire and rescue calls, or delegate to other Auburn Fire Department officers through Incident Command System (ICS) to develop all officers' leadership abilities.
- Plans, organizes, directs and evaluates fire suppression, fire prevention, emergency medical and rescue programs, and hazardous waste incident management strategies; develops program objectives, establishes goals and standard operating procedures for approval by the Board of Selectmen; reviews incident report to determine that proper procedures and protocols are followed.
- Determines personnel, equipment and facility requirements; evaluates and recommends capital equipment and facility improvements and upgrades; directs the preparation of short and long range plans for the Department.
- Prepares the Department's budget, and is responsible for ensuring that it is effectively managed, both in terms of revenues and expenditures; exercises purchasing authority consistent with Town policies and procedures.
- Plans for the long-term needs of the Department, and transmits those recommendations to the governing board, Town Administrator, Finance Director and other appropriate local officials.

Deleted: and

Deleted: Administrative Assistant

- Interacts with departmental staff, other municipal department officials, other fire and emergency medical service personnel and agencies, elected officials and the public to establish the Department's programmatic goals and objectives.
- Oversees and implements the Department's training programs, ensures that personnel are provided with the appropriate level of training to effectively provide service while remaining cognizant of liability issues.
- Prepares and maintains, often through subordinate staff, a wide variety of records, reports and other documents to ensure compliance with local State and Federal laws.
- Establishes and fosters strong ties to the community groups, the school system and other municipal departments; attends meetings of these groups as appropriate and makes presentations regarding issues facing the fire service and emergency medical service issues of the community.
- Ensures that all apparatus and equipment are properly maintained and in safe working condition.
- Develops work schedules and assigns duties.
- Writes equipment specifications; evaluates the need for new equipment; tests equipment and recommends purchases to Town officials.
- Maintains Department files, including incident reports, training records, department activities, inspection reports and vehicle and equipment maintenance records.
- Makes presentations concerning Department activities to local schools and civic organizations.

- Performs related work as required.

**Deleted:** <#>Prepares the annual departmental budget; monitors expenditures under the current budget.¶

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Experience with both full-time and call firefighters.
- Knowledge of the principles and practices of modern fire department administration.
- Knowledge of the principles, practices, procedures, equipment and apparatus used in modern fire fighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the principles of organization, administration, and personnel management.

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- Knowledge of the codes, ordinances and statutes affecting the operation of the Department, especially as they relate to occupancy of buildings and proposed construction and development of new buildings and sites.
- Knowledge of the causes of fire and of arson techniques.
- Knowledge of proper emergency medical response techniques and protocols.
- Knowledge of budgeting practices.
- Knowledge of hazardous materials.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision-making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication to keep all constituencies informed of department activities, and to particularly keep AFD personnel updated on department and Town activity.
- Ability to plan, implement, and direct programs, operations and activities including employee training and development, and fire prevention and investigation activities.
- Ability to express ideas clearly, both orally and in writing, and to make effective public presentations.
- Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command the respect and discipline of subordinates.
- Ability to quickly and prudently exercise command authority in life-threatening situations, taking into account a wide variety of factors and concerns.

**SUPERVISORY CONTROLS:** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES:** Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**COMPLEXITY:** The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

**SCOPE AND EFFECT:** The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

**PERSONAL CONTACTS:** The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**PHYSICAL DEMANDS:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**WORK ENVIRONMENT:** The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions or similar situations where conditions cannot be controlled).

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and



objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

#### MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with a State of New Hampshire minimum ~~Fire Officer II~~ but NFPA Fire Officer III preferred, fire science and/or related field, with a good working technical knowledge of emergency medical response functions (training in fire schools or related educational settings); advanced degree work or specialized schooling highly desirable.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the position in order to direct and coordinate work within the department; usually interpreted to require ten years of fire service experience with a minimum of five years in increasing responsible command positions, or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

Deleted: Certified Firefighter/EMT

**Town of Auburn  
Board of Selectmen  
June 4, 2018  
Town Hall  
6:00 pm**

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

**Also Present:** Michael Rolfe, Mike Dross, Road Agent, Linda Dross, Jill Dross, Dale Philips, Pauline Viera, Dennis Viera, Russell Sullivan, Doug Brown, Sean Fichera, Marion Miller, Christine McLaughlin, Mike DiPietro, Paula Marzloff, Deputy Fire Chief Robert Seling, Fire Captain James Saulnier, Fire Lieutenant Patrick Glennon, Fire Lieutenant Alex Philips, Fire Lieutenant Matt Barslow, Fire Lieutenant Christopher Szatynski, Fire Captain David Walters, AFD HR Officer, Rick Dennis, Ed Gannon, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Call to Order – Pledge of Allegiance**

Mr. Headd called the meeting to order at 6:00 pm and led with the Pledge of Allegiance.

**Approval of Accounts Payable for the Week of June 4, 2018 - \$697,382.89**

***Mr. Eaton motioned to approve the Accounts Payable for the Week of June 4, 2018 in the amount of \$697,382.89. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

**Approval of Consent Agenda for the Week of June 4, 2018**

Mr. Headd read the consent agenda, some of which included Lease Agreement for Rosenbauer Smartcab FX Rescue Vehicle, Raffle Permit, Correspondence NHMA, Tax Collectors Warrants, Property Tax Credit Applications, Notice of Property Lien and one voided check.

***Mr. Leclair motioned to approve the Consent Agenda for the Week of June 4, 2018 as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

**Appointments with the Board**

**Officers of the Auburn Fire Department**

Mr. Headd recognized the Officers of the Auburn Fire Department who were present to discuss the vacancy of the Fire Chief's position and asked if they had chosen a spokesperson from the group. Deputy Chief Seling indicated he would be the first to speak and presented a synopsis from the Department's Officer's May 28, 2018 Meeting that outlined what they were looking for in terms of the next Fire Chief in order to move the department forward. Chief Seling advised the Officers were interested in the Town hiring a candidate from outside town that possessed the listed skills and attributes which

included: a positive work history as a town fire administrator, strength building of personnel, communication, budget experience, town government experience, consistency and equality, works well with agencies both inside and outside town, experience with both full-time and call firefighters, progression and education. An Associate's degree or Bachelor's is preferred with five years in administration, in addition to EFO and NFPA qualifications

Chief Selinga requested there be oral boards consisting of outside personnel, possibly as many as 8-10 persons. He indicated Auburn Fire Department would not supply any members, but would like to have a silent observer to take notes.

Mr. Headd inquired about standard qualifications, such as NFPA #1021 "Standard for Fire Officer Professional Qualifications" which referenced Chapter 6 and 7 and Captain Saulnier handed out a copy of the 2014 Edition. Captain Saulnier added contact information for the New Hampshire Fire Chiefs Association Commission Vice Chair Robert Buxton and Chief Stephen M. Carrier (Gilford).

Mr. Leclair asked how the qualifications list had been developed. Captain Saulnier advised the officers had met and identified key strengths. Mr. Leclair polled the officers as to whether they were all in agreement and they all indicated that they were, 100%.

Lt. Glennon thanked the Board for communicating with the officers.

Captain Saulnier spoke to the importance of consistency, no flip-flopping and micromanaging.

Mr. Leclair asked about concerns with whether the candidate should be from town.

Mr. Eaton stated he would be concerned that someone from out of town would not be as invested in the community, in addition to being able to meet the required distance and response times. He added he was also concerned that until very recently there had been no complaints and then suddenly when the Chief is to be reappointed, they are flooded with complaints that were not addressed internally per SOG and SOP guidelines. The officers advised they traditionally try to address things internally and this was the third time the Chief had resigned from the department, only to change his mind twice before.

Mr. Dennis advised he was the HR Officer for the Fire Department. In the beginning, people came to him and then stopped for reasons unknown to him. Captain Saulnier identified another issue where the Deputy Chief had been gone for some time and he hadn't been told he was looking to retire. "It makes you wonder what else you aren't being told." The Chief had been taking on too many personnel issues on his own, rather than allowing the senior officers to address things and this was an important part of the experience officers were looking to have.

Lt. Barslow opined it would be hard to find a qualified candidate in town, and the Town shouldn't limit its options up front at the beginning of the search.

Captain Saulnier advised that nine out of 10 calls can be handled by the crew that is on duty at the station with the exception of hazmat situations, which the Town is in a mutual aid district for assistance. Captain Walters added there was nothing the crew couldn't do on the scene as EMT's in the five to seven minutes before the Derry ambulance arrives.

Captain Walters and the other officers advised most personnel issues are dealt with internally, handled by their senior officers. Things would be brought to the attention of the Selectmen only when someone feels they've been treated unfairly. Lt. Philips stated recently the call turnout has been amazing, they have had a full parking lot which they have not experienced for a long time.

Mr. Leclair thanked the officers for their service. He asked how many of the officers present lived in town and six indicated they did and two did not. Lt. Philips indicated he recently moved to Manchester, but maintains one of the highest turnout rates.

Mr. Eaton asked how the department monitors someone who is lax in showing up. Captain Saulnier advised it's like any other business model, there is a hierarchy, Deputy Chief, Captain, Lieutenants.

Captain Saulnier stated they would like to have a retired fire chief as the next Chief.

Mr. Eaton asked about the SOPs and SOGs and didn't the officers write those? Captain Saulnier stated some were just written, but the members did not have a hand in the development of the SOPs and SOGs. He also noted due to the volunteer nature of the department membership, if someone was having a problem or family issues, they would prefer to sit down and talk with them first to try and make accommodations as opposed to just letting them go.

Captain Saulnier added the department needs someone professional who isn't going to make us look like fools on social media.

Mr. Eaton addressed the request to have an observer in the hiring process as some of these meetings may be conducted in non-public session and he felt only the Selectmen were bound to keep that privacy. He was not saying it couldn't happen, just that they would have to inquire of legal counsel for the best way to proceed.

Captain Saulnier stated his door was always open if they have any questions or need more information.

Mr. Headd thanked the officers for their time. The officers departed the meeting at 6:42 pm.

## **New Business**

### **Acceptance of Fire Chief Resignation**

Mr. Headd announced they had received an email (*dated May 22, 2018*) from the Fire Chief stating he would be resigning effective immediately.

Mr. Gannon was present and indicated he would like to formally rescind his resignation.

Mr. Headd indicated he was not in favor of that request. He felt from the sound of things, there were problems festering within the department and it finally blew.

Mr. Eaton stated he was not in favor of accepting his resignation.

Mr. Leclair stated hearing from the eight officers cemented what he has been thinking and what he was about to say. He cited the qualifications for a Fire Chief included in RSA 154 and felt there was no question Chief Gannon exceeded the technical requirements in terms of a firefighter and EMT, but the problem lies in the ability to be a leader and command respect from the members of the department. He felt the message previously from the officers of the Fire Department confirmed this situation.

***Mr. Leclair moved to accept the Fire Chief's resignation. Mr. Headd seconded the motion. A vote were taken with two in favor (Mr. Headd and Mr. Leclair) and one opposed (Mr. Eaton). The motion carried.***

Mr. Leclair asked if there was any reason Mr. Gannon couldn't still be a firefighter, and Mr. Headd and Mr. Eaton agreed that would be up to the Department going forward.

Mr. Headd thanked Mr. Gannon for his contribution.

Mr. Gannon departed the meeting at 6:49 pm.

### **Sale of Surplus Cruiser**

Mr. Herman advised of the sale of a cruiser at auction on May 19<sup>th</sup>. The sale was authorized by the Board. The general sales history of past surplus vehicles ranged from \$500 to \$2,000, although the last Crown Victoria sold for \$4,200. This SUV model sold for \$7,250. The auction house gets 10% and then it costs \$100 to tow it to the auction site, netting the town \$6,425. He suggested it was likely due to the low mileage and that it was an SUV. There is another State auction in October and Mr. Herman recommended placing the two remaining surplus vehicles be put in the auction for sale.

Mr. Leclair asked how many miles were on the cruiser and Mr. Herman advised there were approximately 58,500, where most of the other vehicles in the auction had had 100,000 to 200,000 miles.

Mr. Leclair indicated the vehicle's low mileage as a concern, stating he realizes the vehicles must be dependable while in service, but was there any way to stretch this out as 58,000 miles is not very much at all. Mr. Rolfe stated the Town pays \$23,000 - 35,000 for each of these vehicles.

Mr. Viera stated they could be used for undercover and details. He felt the old Crown Victoria's had little resale value, but these were SUVs and warrant more in resale. Mr. Eaton stated some had been repurposed in the past, used by the building inspector and the fire department.

Mr. Herman advised there would be no value to them sitting in the lot unused, but the Board may want to have a conversation with the Police Commission about having a longer period of use than the current three year rotation.

### **E-Waste Collection Day – Saturday, October 13<sup>th</sup>**

Mr. Herman advised the E-Waste Collection Day has been reserved for Saturday, October 13<sup>th</sup> and the vendor has presented two options to consider, using tractor trailers or containers and their costs. Two tractor trailers would be \$3,900 and six containers with a box truck and helpers would be \$4,800. There is \$4,000 budgeted.

Mr. Eaton advised that last year went smoothly with the containers, which Mr. Headd concurred. After discussion, everyone agreed to use the containers.

***Mr. Leclair moved to authorize Mr. Herman to secure the use of the six containers for \$4,800 for the e-waste collection event. Mr. Headd seconded the motion, with all in favor, the motion passed unanimously.***

### **Sealed Bids – Hooksett Road Property Offered for Sale**

Mr. Herman advised the Town had received two sealed bids from the abutters to this small parcel as a result of the Public Notice of Sale posted on May 2, 2018, one for \$151 and the other for \$2,450. The 0.4-acre parcel is identified as Tax Map #9, Lot #39, on Hooksett Road.

***Mr. Leclair motioned to accept the \$2,450.00 high bid of Mr. Todd van der Heyden. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

### **Old Business**

#### **Town Hall Front Entrance Renovation**

Mr. Herman advised he had received the quote from Target New England the Board requested to paint the town hall for \$18,760.00. This is to paint the remaining three sides of the exterior. The exterior was last painted in 2008 at a cost of \$15,754.00.

Mr. Herman advised he has followed up on their references and provided copies from Pembroke, Bow and New Durham; but was unable to connect with the Facilities Director in Peterborough in time for this meeting. Target New England has done more than quarter million dollars of work for Pembroke over a period of years. All indicated they had done good and timely work consistent with their approved budgets.



Mr. Leclair stated the front entrance renovation and the painting would bring the total of the project to \$51,000.

Mr. Herman advised there was \$100,000 in the building maintenance fund, and the Board would need a public hearing to draw from that.

Mr. Leclair asked if they had to get more bids for the painting. Mr. Eaton advised that this would be a change order.

***Mr. Eaton motioned to accept the proposal of Target New England, Historical Renovation dated May 9, 2018 for the renovation of the front entrance of the Auburn Town Hall for the price of \$32,460.00. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Eaton motioned to accept the proposal of Target New England, Historical Renovation of Alton Bay dated May 29, 2018 for the painting of three side, (Change Order #1) not including the front, of the Auburn Town Hall for the price of \$18,760.00. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### **Transportation Alternatives Program (TAP) Grant Schedule**

Mr. Herman advised he has received notice there is grant money available in a new round of Transportation Alternatives Program funds that could apply to the multi-use trail project. The letters of interest are due by July 13<sup>th</sup> at 4:00 pm with the actual grant application due in early September. Mr. Herman was verifying the Board wanted to apply for funding in this grant cycle.

The Board members indicated they approve Mr. Herman to submit the application.

#### **Public Hearing to Accept/Expend Unanticipated Revenues (*Noticed May 15, 2018*)**

Mr. Headd convened a public hearing at 7:03 PM to consider the receipt of \$1,650 from multiple donations, and to authorize the expenditure of \$1,770 for twelve (12) 24'x48' full color "Welcome to Auburn" banners featuring artwork from Auburn Village School students and hardware to hang the banners on parking lot lamp posts and other poles at several Town property locations.

Mr. Herman advised the project has moved forward following the Board's previous approval for the creation of (12) 24'x48' "Welcome to Auburn" banners. The Fire Department began hanging the banners on May 31<sup>st</sup> on town properties around town.

Mr. Herman advised he required the Board's approval to accept and expend the donations, the total cost of the project was \$1,770 and \$1,650 was received in donations, leaving a balance of \$120 that can be covered through the Miscellaneous Expense account in the Board's General Government expenses budget.

***Mr. Eaton motioned to accept and expend \$1,650 in donations for the design, development and purchase of (12) 24'x48' "Welcome to Auburn" lamp post banners featuring artwork by Auburn Village School students and associated hardware for hanging the banners, with the final \$120 to come from the General Government Miscellaneous Expense account. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### **Other Business**

Mr. Herman presented a copy of an email he received concerning the just completed bond sale handled by the New Hampshire Municipal Bond Bank which indicated a total of \$55,475,000 in bonds were issued for a pool of 18 community projects, including Auburn School District's school fund renovation project. The rate for 15 year bonds appears to have been set at 2.93%.

#### **Public Comment**

Mrs. Phillips wanted to commend the Officers of the Auburn Fire Department that came in earlier in the meeting with their ideas. This is the first time such a cooperation has taken place in the Town of Auburn and they behaved professionally and thoughtfully for the benefit of the Town.

#### **Minutes**

##### **May 21, 2018 Public Meeting**

***Mr. Leclair motioned to accept the May 21, 2018 minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

##### **May 21, 2018 Non-Public Session**

***Mr. Leclair motioned to accept the May 21, 2018 non-public minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

##### **May 29, 2018 Public Meeting**

***Mr. Leclair motioned to accept the May 29, 2018 minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

#### **Non-Public Session**

***Chairman Headd motioned to go into non-public session at 7:07 pm pursuant to the provisions of RSA 91-A: 3, II (I) - consideration of legal advice provided by legal counsel. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes; Mr. Leclair – Yes. The motion passed unanimously.***

***Mr. Eaton motioned to come out of non-public session at 7:20 pm. Seconded by Mr. Leclair. A vote was taken, all were in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 7:20 pm.

***Mr. Leclair motioned to unseal the April 2, 2018 non-public minutes. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to unseal the April 16, 2018 non-public minutes. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to unseal non-public session #3 of May 14, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to unseal a portion of the non-public session #2 of May 14, 2018 as recommended by the Town Attorney. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.***

***Mr. Leclair motioned to unseal a portion of the non-public minutes of May 21, 2018 as recommended by the Town Attorney. Mr. Eaton seconded the motion, with all in favor the motion passed unanimously.***

#### **Adjourn**

***Mr. Headd motioned to adjourn the meeting at 7:25 pm. Mr. Leclair seconded his motion, with all in favor, so moved.***

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary

**Town of Auburn  
Board of Selectmen  
June 4, 2018  
Town Hall  
Non-Public Session #1 of 2**

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

**Also Present** William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Non-Public Session**

***Chairman Headd motioned to go into non-public session at 7:07 pm pursuant to the provisions of RSA 91-A: 3, II (I) - consideration of legal advice provided by legal counsel. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes; Mr. Leclair – Yes. The motion passed unanimously.***

**Town of Auburn v. Varrato, Jr., 218-2016-CV-1322**

Mr. Herman advised the case involved an illegal driveway constructed at Mr. Varrato's property. The Court ordered Mr. Varrato to pay the Town of Auburn civil penalties on or before April 15, 2018.

Mr. Herman indicated they had worked with his attorney and received a \$4,000 check which bounced. While they could have filed criminal action because of the amount, but no one is suggesting that should happen.

Mr. Varrato's attorney indicated he needed more time and offered another arrangement with \$2,000 down on May 29<sup>th</sup>, but Mr. Varrato came in with \$500 and the promise of \$500 per week.

Mr. Herman advised this is already in violation of the court order and Town Counsel placed a lien on the property from the original court order, but is now also filing a motion for contempt of court to allow a judge to handle the default.

Mr. Leclair asked if interest was being charged, and Mr. Herman advised there was not, but the Town was adding \$1,000 from the suspended fines to the amount that needed to be paid in order to cover lost time and added costs.

Mr. Leclair stated he was in violation of the settlement terms. Mr. Leclair asked if the town had accepted the \$500 payment and Mr. Herman advised the Finance Director accepted the payment when Mr. Varrato came in to the Town Hall.

***Mr. Headd motioned to come out of non-public session at 7:25 pm. Mr. Leclair seconded his motion, with all in favor, so moved.***

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary

**Town of Auburn  
Board of Selectmen  
June 4, 2018  
Town Hall**

**Non-Public Session #2 of 2**

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

**Also Present** William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

**Non-Public Session**

***Chairman Headd motioned to go into non-public session at 7:07 pm pursuant to the provisions of RSA 91-A: 3, II (I) - consideration of legal advice provided by legal counsel. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes; Mr. Eaton – Yes; Mr. Leclair – Yes. The motion passed unanimously.***

**Unsealing Minutes of Select Board Non-Public Sessions of April 2, April 16, May 14 and May 21, 2018**

Mr. Herman advised he received a Memorandum from Town Counsel concerning the Board's request to unseal and make public the non-public sessions, which he shared with the Board. Attorney Bennett advised the minutes of April 2, 2018 may be unsealed in their entirety. Attorney Bennett advised the minutes of April 16, 2018 may be unsealed in their entirety. Attorney Bennett advised the minutes of first session of May 14, 2018 may be unsealed in their entirety. Attorney Bennett advised the minutes of the second session of May 14, 2018 relating to the termination of named call firefighters should remain sealed and the portion relating to the fire department's SOPs should be unsealed. Attorney Bennett advised the May 21, 2018 minutes relative to the termination of specific firefighters should remain sealed and the portion relating to the fire department's SOPs, On-Call Calculations, Hiring, the Town's Road Closure Policy and appointment of a new Fire Chief should be unsealed.

The Board members read the Memorandum.

Mr. Herman advised the May 14<sup>th</sup> and May 21<sup>st</sup> minutes could be cut-up as directed by the attorney so the sensitive portions remain sealed.

Mr. Eaton recommended in future sessions spending more time and detail to whether the minutes should be sealed once the session has ended and they are aware of what the content is.

***Mr. Eaton motioned to come out of non-public session at 7:20 pm. Mr. Leclair seconded his motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary