

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

5:00 p.m.

- () **Appointments with the Board**
Dan Tatem – Update on Multi-Use Path Project Planning

5:30 p.m.

- () **Non-Public Session pursuant to RSA 91-A: 3, II (c)**
Reputation of a person or persons other than a member of the Board

6:00 p.m.

- () **Call to Order – Pledge of Allegiance**
Approval of Payroll for the Week of July 9, 2018 -- \$43,955.04
Approval of Accounts Payable for the Week of July 9, 2018 - \$33,502.00
Approval of Accounts Payable for the Week of July 16, 2018
Approval of Consent Agenda – Week of July 16, 2018

- () **Appointments with the Board**
Steam Mill Road Traffic Concerns – Larry Marino and Joe Tringale

- () **New Business**
Pingree Hill Station Water Tank
Disposition of Surplus Cruiser
NHMA Legislative Conference – September 14th
Rate of Pay for Road Agent Position

- () **Old Business**
Rates Charged for Special Police Details
Potential Warrant Article for Use of Police Detail Revolving Fund Balance
Amendment for Town Purchasing Policy
Committee for PD Garage / Storage Facility
Report on June 19th Community Facilitation Meeting

- () **Other Business**

- () **Minutes**
- July 2, 2018 Public Meeting
 - July 2, 2018 Non-Public Session

- () **Non-Public Session pursuant to RSA 91-A: 3, II (a)**
Compensation of any public employee

- () **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."

Bill Herman

From: Joseph Tringale <jtringale@comcast.net>
Sent: Tuesday, June 26, 2018 7:25 PM
To: Bill Herman
Subject: Traffic on Steam Mill Road

Hi Bill,

I hope all is well with you and in your family.

I sent an email message to our Police Chief but I thought I'd forward to you as well and if you believe there are other Town of Auburn officials that can help with this the residents here on Steam Mill Road are most appreciative. Also, if there is any way we can post a sign that would close this road or make it one-way to non-neighborhood traffic that would be appreciated. Any other suggestions for a remedy that would curb the volume and the speed are also appreciated. We have no sidewalks, of course, and the road is not that wide. Children don't play in the road but they do walk and ride it. Elderly residents – some hard of hearing – also walk the road especially early morning or late afternoon and weekends when the traffic and speeds pick up. Thank you for your assistance, Bill!

Sincerely appreciated!

Joe Tringale
80 Steam Mill Road
(603) 498-2108

Hello Chief Picard,

It now appears that Steam Mill Road has become a "cut-through" for non-neighborhood traffic between Route 28 and Pingree Hill Road with motorists traveling well in excess of the speed limit posted only on one end of this road. Steam Mill Road residents - young and old - walk, jog and bike this road that has a few bends and curves and this recent development is literally an accident waiting to happen. Polite efforts to get motorists to reduce speeds have been met with rude gestures and "in-your-face" insolent behavior as motorists increase speeds even higher and motorcyclists rev their engines and speeds. I know that some residents have brought this to the Department's attention and for a brief period there was an Auburn Police presence. However, we have not seen the neighborhood patrolled in quite some time and there really needs to be a sustained presence to curb the speed limits. Especially during commute time and weekends is this a problem when motorist traffic increases and so does pedestrian traffic increase.

I respectfully request that you assign regular and sustained Auburn Police presence to help curb this safety and neighborhood problem.

You're welcome to call me at (603) 498-2108 to discuss further.

Thank you!

Joe

80 STEAM MILL ROAD
AUBURN, NH 03032
TELEPHONE: (603) 498-2108

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, Town Administrator

Date: July 10, 2018

Re: Surplus Police Cruisers

We have one of two surplus police vehicles on site at the Town Hall that is out of service and ready to be sold. The second will be here shortly and may possibly be here prior to the Board's meeting on July 16th.

The vehicle currently on site at the Town Hall is the older vehicle the Fire Department had utilized after the Tahoe was forced out of service after the engine block caught on fire. Fire Department personnel swapped it for one of the newer ones being released by the Police Department as former Chief Gannon had requested months ago.

The question at hand would be the potential disposition of the two vehicles. It is my understanding they would be available for sale and likely at the next public auction to be hosted by the State of New Hampshire in October.

The vehicle we have now at the Town Hall is not as pristine as the vehicle sold at auction in March. It is a 2015 model, I believe, with approximately 91,000 miles on it. With the recent acquisition of a trailer by Parks & Recreation that was included in this year's budget, would the Board want to consider holding one of these vehicles for Parks & Recreation? It may possibly provide the answer to where will the tools also authorized for purchase in this year's budget be stored. Lockable tool chests could be put in the back of the SUV potentially.

If that is not anything the Board might be interested in, we had received two inquires this past week about the potential sale of vehicles. One was from a local resident who was interested in submitting a bid for the vehicle currently at the Town Hall, while the other was a Chicago-based firm the Town has sold other surplus vehicles to in the past. Process wise, advertising the vehicle by sealed bid would be the way to go if the Board wanted to see what prices might be offered for the SUV model versus the auction.

Or we can hold on to the two vehicles until the October State auction and see how well they move there.

I am not advocating for any particular outcome, but am seeking direction from the Board for the potential use or disposal of the two surplus vehicles this year.

Thank you for your consideration.



Memorandum

TO: All NHMA Members

FROM: Judy Silva, Executive Director
Cordell A. Johnston, Government Affairs Counsel

DATE: June 20, 2018

RE: 2019-2020 Legislative Policy Process *Important Dates!*

FLOOR POLICIES DUE: August 10 ◆ **POLICY CONFERENCE: September 14**

The NHMA legislative policy process is moving forward! Enclosed with this memo is a copy of the policy recommendations made by NHMA's three policy committees. This document will also be posted on NHMA's website, www.nhmunicipal.org.

The policy recommendations are listed by committee: (1) General Administration and Governance; (2) Finance and Revenue; and (3) Infrastructure, Development, and Land Use. Each committee's recommendations are listed in order of priority, as "action," "priority," or "standing" policy recommendations. Also enclosed is a list of NHMA's Legislative Principles, which will be considered for re-adoption at the Legislative Policy Conference, along with the recommended policies.

We urge each municipality's governing body, prior to the Legislative Policy Conference, to vote a position on the recommendations and floor proposals (see reverse) to provide direction to your voting delegate at the conference. Otherwise, your delegate is free to cast your municipality's vote as he or she chooses. For more information about the legislative policy process and the Legislative Policy Conference, please see the enclosed Questions and Answers document.

NOTE: Please do not send your governing body's vote results or opinions to NHMA. Your governing body's discussions and votes are only for the direction of your voting delegate. The only

way a municipality may vote on these policies is to send a voting delegate to the policy conference on September 14.

Floor Proposals

The deadline for submitting floor proposals is **Friday, August 10**. A floor proposal will be accepted only if it is ***approved by a majority vote of the governing body*** (board of selectmen, aldermen, or council) of the town or city submitting the proposal, is submitted in writing, and is received **no later than August 10**. We will mail all floor proposals to each municipality so there will be an opportunity to take a position on them before the Legislative Policy Conference. Floor proposals should be in the same format as proposals submitted to the policy committees.

A floor policy proposal form has been included for your convenience, or you may find it on the NHMA website. (Go to www.nhmunicipal.org, click on “Advocacy,” scroll down to “NHMA Policy-Setting Process,” and click on the link to “2019-2020 floor policy proposal form.”) To submit a floor proposal, please send it to NHMA, 25 Triangle Park Drive, Concord, NH 03301, or e-mail it to governmentaffairs@nhmunicipal.org.

Legislative Policy Conference

The 2019-2020 Legislative Policy Conference is scheduled for **Friday, September 14, 2018, at 9:00 a.m. at NHMA’s office, 25 Triangle Park Drive in Concord**. We will include with the floor proposal mailing a card for each town or city to return indicating who has been appointed as the municipality’s voting delegate.

Please call the Government Affairs Department at 800-852-3358 if you have any questions.

2019-2020 NHMA Legislative Policy Process Questions & Answers

1. What is the purpose of establishing NHMA legislative policy? The New Hampshire Municipal Association (NHMA) is the voice of New Hampshire's cities and towns before the state legislature and state agencies. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization – NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns.

The NHMA Board of Directors oversees NHMA's advocacy activities. Legislative policy positions direct the board and NHMA staff in representing municipalities before the legislature and state agencies.

2. How are legislative policy recommendations prepared? In the spring of each even-numbered year, NHMA forms legislative policy committees addressing different aspects of municipal government. The three committees this year are:

1. Finance and Revenue;
2. General Administration and Governance; and
3. Infrastructure, Development, and Land Use.

These three policy committees consider issues and problems derived from their own experience as local officials, issues sent in by other members or brought to them by staff, past policy positions, and issues resulting from the most recent legislative session. Each committee holds several meetings during the spring and develops policy recommendations to be voted on by member municipalities at the Legislative Policy Conference.

3. Who votes on adoption, amendment, or rejection of these recommendations, and when? On Friday, September 14, 2018, at 9:00 a.m., the 2019-2020 NHMA Legislative Policy Conference will be held at NHMA offices (25 Triangle Park Drive) in Concord. ***Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.*** Each member municipality, regardless of size, has one vote on all policy matters.

In the absence of any other designation by the board of selectmen, aldermen, or council, a voting delegate card will be issued at the door (in order of priority determined by the NHMA Municipal Officials Directory) to:

Mayor/Chair of Board of Selectmen/Council Chair

OR

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

OR

Selectman/Alderman/Councilor

OR

City or Town Manager/Town Administrator/Administrative Assistant

4. Will other policy proposals be voted on at the conference? Yes, municipalities will have the opportunity to submit floor policy proposals for consideration at the conference. Each floor policy proposal must be approved by the governing body of the municipality submitting it, but the

proposals will not be reviewed or recommended by NHMA's legislative policy committees. Floor policy proposals will be voted on separately at the conference.

5. How does our voting delegate determine a position on these recommendations? We urge each municipality's governing body to discuss the recommendations in advance of the Legislative Policy Conference and vote to take a position on each one, in order to give direction to the voting delegate. Otherwise, your voting delegate is free to cast your municipality's vote as he or she desires. ***You do not need to notify NHMA of your positions on the policy recommendations; just provide that information to your voting delegate.***

6. How are the policy recommendations presented and voted on at the Legislative Policy Conference? The chair of the board of directors, as the presiding officer of the Legislative Policy Conference, introduces the entire set of recommendations of each policy committee, one committee at a time, as a slate. The chair and vice chair of each committee will be available to address questions. Any voting delegate may ask that a recommendation be set aside to be debated and voted on separately. The remaining recommendations are voted upon as a slate. After the slate from each policy committee has been voted, the voting delegates will return to those items set aside for separate debate and vote. It is at this time that individual items can be killed, amended, passed over, laid on the table, etc. Votes are by a display of voting delegate cards.

7. Are policies adopted by a simple majority vote? No. NHMA's by-laws require a two-thirds affirmative vote of those members present and voting for approval of any NHMA legislative policy.

8. Why is the Legislative Policy Conference separate from the November annual meeting? The Legislative Policy Conference must be held before the annual conference to meet the legislative deadlines for the filing of new bills. The staff needs time after adoption of policies to draft bills and secure sponsors.

9. How will I know what policies are adopted if I don't go to the Legislative Policy Conference? The final 2019-2020 NHMA Legislative Policies will be printed as a supplement in the November/December 2018 issue of *Town & City* magazine. We will also post them on NHMA's web site at www.nhmunicipal.org.

10. What happens if an issue that is not covered by any of these policies comes before the legislature? The NHMA Board determines the position that the staff will advocate on issues not covered by specific NHMA legislative policies. The policy conference also endorses a set of Legislative Principles, which augment the specific legislative policy positions by setting forth general principles that guide staff in their advocacy efforts.



Legislative Principles

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Consider unfunded mandate issues that violate Part 1, Article 28-a of the New Hampshire Constitution to be paramount. Identify them and oppose them.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms tax, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain existing local authority.
4. Support issues which provide greater authority to govern more effectively, efficiently and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or other NHMA policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on all state boards, commissions, and study committees which affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional cooperation and delivery of municipal services.
10. Support efforts to develop a statewide technology network that fosters increased communication and greater compatibility among levels of government and within and between agencies in all levels of government.

New Hampshire Municipal Association
Legislative Policy Process 2019-20

Final Policy Recommendations for Legislative Policy Conference
September 14, 2018

General Administration and Governance

Action Policy Recommendations

1. Funding for the Police Standards and Training Council

To see if NHMA will SUPPORT the continued operation of the New Hampshire Police Academy and the high-quality uniform training it provides for all law enforcement officers in the state, including municipal police officers, which aids in the delivery of quality policing services and interagency cooperation to the benefit of all citizens. As part of this, to see if NHMA will SUPPORT continued funding at the state level for the Police Academy and the Police Standards and Training Council. Local law enforcement agencies produce considerable funds through fines and penalty assessment monies which accrue to the State and are used for State purposes. Further, to see if NHMA will OPPOSE any increase in municipal costs for police officers to participate in the training, recognizing that municipalities now pay salary, benefits, and all employment-related costs for trainees while at the Academy, as well as providing staff and instructors at no cost to the Academy. Existing policy, revised by the committee.

2. Absentee Voting Expansion

To see if NHMA will SUPPORT allowing absentee voting without requiring a reason.

Explanation: At present, 27 states plus the District of Columbia permit absentee voting without requiring an excuse. Maine and Vermont are among the 27. Why not New Hampshire? People are kept from the polls because they are reluctant to say they are “disabled” (especially when they are just elderly) or otherwise find it difficult to vote in person. Voting should not require having to struggle with one’s conscience over whether they fit into one of the state-approved “legitimate” reasons for an absentee ballot. Submitted by Gail Cromwell, Co-chair, Temple Select Board.

3. Electronic Poll Books

To see if NHMA will SUPPORT legislation that would enable the use of electronic poll-books for municipalities, with funding coming from the HAVA funds made available to the New Hampshire Secretary of State by the United States Election Assistance Commission specifically for the purpose of improvement to the administration of federal elections in the state, as well as supporting legislative changes to statutes to make the use permissible under state laws. Existing policy.

Priority Policy Recommendations

4. Building Plans Under RSA Chapter 91-A

To see if NHMA will SUPPORT an amendment to RSA 91-A:5, IV to specifically add building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application as an exempt record under the statute. **Existing policy.**

5. Municipal Regulation of Firearms

To see if NHMA will SUPPORT legislation that would allow for limited local authority regarding possession and use of firearms on municipal property.

- Legislation that would allow municipalities to regulate or limit the use of firearms on municipal property.
- Legislation that would allow municipalities to regulate the carrying of firearms by employees while they are performing the functions of their office or employment.

Explanation: Local governing bodies are best positioned to determine the most appropriate use of municipal land and the actions of their employees. **Submitted by Joan Dargie, Town Clerk, Milford, and revised by the committee.**

6. Welfare Lien Priority

To see if NHMA will SUPPORT legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage. **Existing policy.**

7. Municipal Departments and MV Information

To see if NHMA will SUPPORT legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for all governmental purposes such as verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes. **Existing policy.**

Standing Policy Recommendations

8. SB 2 Adoption Process

To see if NHMA will SUPPORT amending RSA 40:14, III, regarding adoption of the official ballot referendum (SB 2) form of town meeting, to provide that the question shall be voted on by ballot at the annual meeting, but shall not be placed on the official ballot.

Explanation: Adoption of the official ballot referendum form of town meeting is a fundamental change in a town's governance. It is an action that should be undertaken only after thorough discussion and debate, with an opportunity for the legislative body to be fully informed. Current law requires that the question be placed on the official ballot, so that it is voted on in the voting booth on election day, with no opportunity for discussion or debate. The statement of the question is simply, "Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the town on the second Tuesday of March?" This provides almost no information about how the SB 2 form of meeting works.

Although the current law does require a public hearing on the question between 15 and 30 days before town meeting, those hearings are poorly attended, so the overwhelming majority of those voting on the question will have heard little or no discussion, and many of them will have a very poor understanding of the issue. Other matters of profound importance to town governance—such as establishing a budget committee and adoption of a tax cap—are voted on at the business session, rather than by official ballot. Adoption of SB 2 is an even more serious step and should be subject to at least a similar level of consideration. Discussion and debate at the business session will help to ensure that voters understand the issues better before voting on the question. **Submitted by Jim Belanger, Moderator, Hollis, and Frank Sterling, Selectman, Jaffrey.**

9. Allowing Towns to Adopt Ordinances Under City Statutes

To see if NHMA will SUPPORT legislation giving towns the same authority to adopt ordinances that cities have under RSA 47:17.

Explanation: State law (RSA 44:2, 47:1) gives cities all of the authority that towns have, but there is no reciprocal statute giving towns the authority that cities have. City councils have broad authority to adopt ordinances under RSA 47:17. Town ordinance authority is governed primarily by RSA 31:39, which grants more limited authority. There seems to be no logical reason for cities to have broader ordinance authority than towns. When towns want to exercise authority that cities already have, it is necessary to amend RSA 31:39 or add a new section in RSA 39. This policy would avoid that necessity and eliminate illogical distinctions between municipal ordinances, which are especially troublesome when a town is unable to adopt the same ordinance that the city next door has adopted. This would not eliminate all distinctions between cities and towns—just the difference between their respective ordinance powers. **Submitted by Tom Irving, Planning Director, Conway.**

10. Public Area "No Smoking" Local Option

To see if NHMA will SUPPORT legislation to authorize the designation of "No Smoking" zones in public areas by local option.

Explanation: Municipalities are charged with the responsibility for provision of the services and to ensure safe secure access to those services. Currently, some services may not be as accessible as they should due to the presence of smoke. There are also the associated costs in keeping areas litter free. The legislation would allow municipalities to define No Smoking zones in a way that meets the community's needs and would include the ability to implement them for health purposes.

Currently New Hampshire permits municipalities to enact ordinances for fire safety and sanitation purposes, but not health purposes, and New Hampshire's state smoking law preempts local

governments from doing so. Access to services is obstructed by the presence of smokers and their associated litter, and that litter might constitute a sanitation issue. The presence of smoke where non-smokers need to pass is objectionable and not supportive of a community's healthy community goal. Each community would have the opportunity for itself to enact local legislation on this issue. **Submitted by Andrew Bohanan, Parks, Recreation, and Facilities Director, and Nancy Vincent, Library Director, Keene.**

11. Public Notice Requirements

To see if NHMA will SUPPORT legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification. **Existing policy.**

12. Appointment of Town Clerks or Town Clerk/Tax Collectors

Legislative Body: To see if NHMA will SUPPORT legislation to allow the legislative body to authorize the governing body to appoint town clerks and town clerk/tax collectors.

Charter Towns: To see if NHMA will SUPPORT legislation allowing towns that have adopted a charter under RSA chapter 49-D to determine how the town will choose its town clerk.

Existing policy, revised by the committee.

13. Consolidated Policy on Collective Bargaining Items

Evergreen Clause: To see if NHMA will OPPOSE legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

Binding Arbitration: To see if NHMA will OPPOSE mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

Right to Strike: To see if NHMA will OPPOSE a right to strike for public employees.

Mandated Employee Benefits: To see if NHMA will OPPOSE any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years, for current or future employees.

Contracted Services: To see if NHMA will SUPPORT legislation to give public employers greater flexibility to privatize or use contracted services.

Existing policy, revised by the committee.

14. Maintenance and Policing of State-Owned Property

To see if NHMA will SUPPORT legislation requiring the State to maintain and adequately support operations on state properties so those properties do not place undue burdens on the host municipalities. This would include legislation

- to enable municipalities to recover expenses of providing municipal services on state-owned property, such as policing relative to illegal activities and allowing municipalities to receive reimbursement/compensation from individuals engaged in the illegal activity; and
- to require the state to adequately maintain its property, including the removal/remediation of abandoned, deficient, hazardous, or blighted structures/facilities.

Existing policy, revised by the committee.

15. Independent Redistricting Commission

To see if NHMA will SUPPORT the establishment of an independent redistricting commission for the appointment of representative, senatorial, executive council, and congressional districts. **Existing policy.**

Finance and Revenue

Action Policy Recommendations

1. Use of RSA 83-F Utility Values

To see if NHMA will:

- SUPPORT** legislation that clarifies, under RSA 83-F, that no determination of utility value by the Department of Revenue Administration can be used in any way by the utility taxpayer in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17;
- OPPOSE** any mandate that calls for the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action; and
- SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

Revised by the committee to combine two existing policies.

2. New Hampshire Retirement System (NHRS)

To see if NHMA will SUPPORT the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy, and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, **to see if NHMA will SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, to see if NHMA will:

- a) **SUPPORT** legislation that will strengthen the health and solvency of the NHRS, ensure the long-term financial sustainability of the retirement system for public employers, and consider options and alternatives that provide reasonable changes in contribution rates;
- b) **OPPOSE** any legislation that: 1) expands benefits and would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board-approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered;
- c) **SUPPORT** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- d) **SUPPORT** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees; and
- e) **OPPOSE** any action to further restrict municipalities' ability to employ NHRS retirees in part-time positions, either through hours restrictions or through imposition of new fees/costs.

Existing policy, revised by the committee.

3. Expansion of Local Authority to Institute Fees

To see if NHMA will **SUPPORT** legislation that allows a municipality to exercise local control of non-property tax revenue streams with local legislative body approval to meet demands for services and/or infrastructure. Examples of such legislation may include such actions as: (a) allowing a municipal to adopt an additional surcharge under the meals and rooms tax on hotel occupancy within the municipality; and (b) allowing a municipality to increase the maximum optional fee for transportation improvements when collecting motor vehicle registration fees. **Existing policy, revised by the committee (existing policy supports a local option meals and rooms tax surcharge).**

Priority Policy Recommendations

4. Enforcement of Motor Vehicle Registration Laws

To see if NHMA will **SUPPORT** amending motor vehicle registration laws to strengthen the enforcement of those laws (through stepping up law enforcement and increasing penalties, including fines) to ensure collection of all state and local registration fees owed by New Hampshire residents.

Explanation: Municipalities are realizing a significant and growing annual revenue loss of motor vehicle permit fees and other fees, due to NH residents registering their automobiles, trucks and all other types of trailers through non-government agents in the State of Maine. Currently, RSA 261:140

only requires a \$100 fine for these violations, an insignificant amount when compared to the much greater savings a resident realizes when obtaining low-cost “multi-year” registrations (up to a 12-year period) through the State of Maine. Municipalities all over the state are vulnerable to online registrations. Businesses with fleets are specifically targeted. **Submitted by Portsmouth City Council.**

5. Lien for Uncollected Ambulance/EMS Billings

To see if NHMA will SUPPORT legislation to ensure the collection of unpaid bills for ambulance and other emergency services.

Explanation: Municipal EMS, unlike hospitals and home health care providers, have no remedy available for the collection of unpaid billing for ambulance service except through a collection agency (@33% fee) or small claims court. These mechanisms do not guarantee the municipality will be made whole and can be punitive to the responsible party when they can least tolerate it. Ambulance service has evolved dramatically from simply transporting individuals to the hospital. Today, early medical intervention significantly increases a patient’s survival probability; therefore municipal EMS is expected to provide costly basic and advanced life support before and during transport. Currently when faced with an unpaid ambulance billing, municipalities have to choose between sending the bill to collections, small claims court, or writing off the bill. Collections or small claims potentially exposes the responsible party to a burden at an inopportune time. To write off the debt unfairly places the financial burden on the taxpayers of the responding municipality. **Submitted by: Barbara Lucas, Town Administrator, and Neil Irvine, Selectman, Town of New Hampton.**

6. Ownership Name Changes

To see if NHMA will SUPPORT legislation requiring entities to file name changes and ownership changes at the registry of deeds to ensure that property taxes are assessed to the proper owner.

Explanation: Presently, name changes and property acquisitions by stockholders are not filed at the registry of deeds. Municipalities don’t know if ownership has changed, resulting in bills and other notices going to improper property owners. **Submitted by: Kathryn Temchack, Director of Real Estate Assessments, City of Concord**

7. Collection of Delinquent Taxes on Manufactured Housing

To see if NHMA will SUPPORT legislation to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing on land of another. Such commission to include appropriate interested stakeholders. **Existing policy.**

8. Tax Exemptions for Charitable Organizations

To see if NHMA will SUPPORT creating a commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects under RSA 72:23-k, and **SUPPORT** reimbursement from the state for the costs of municipal services provided to state-owned properties. **Revised by the committee to combine two existing policies.**

9. Clarification of Elderly Exemption, Prorating Disabled, Deaf and Blind Exemptions

To see if NHMA will SUPPORT

- a) Changes in RSA 72:39-a, 72:29, and 72:39-b to define “household income” for elderly exemption qualification consistent with the definition of “household income” used by the state in qualifying residents for the Low & Moderate-Income Homeowners Property Tax Relief Program under RSA 198:56-57 and Rev 1200; and
- b) Legislation prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

Revised by the committee to combine two existing policies.

Standing Policy Recommendations

10. Assessment Methodology for Big Box Stores

To see if NHMA will SUPPORT legislation clarifying the assessment methodology for big box stores if used and occupied for the purpose for which they were built. This methodology would not employ comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

Explanation: Large box stores such as Walmart, Lowe’s, Home Depot, Target, etc. have been successful in other states in obtaining large assessment reductions by using comparable sales or rentals of abandoned or deed-restricted properties. **Submitted by: Kathryn Temchack, Director of Real Estate Assessments, City of Concord.**

11. Income Approach on Appeal

To see if NHMA will SUPPORT legislation that prohibits the use of the income approach by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information. **Existing policy.**

12. Charitable Definition and Mandated Property Tax Exemptions

To see if NHMA will OPPOSE legislation that expands the definition of “charitable” in RSA 72:23-/, unless the state reimburses municipalities for the loss of revenue. **Existing policy.**

13. Sale of Tax Deeded Property

To see if NHMA will SUPPORT amending RSA 80:89 to require proof that the municipality *sent* the required notice of impending tax deed rather than proof that the taxpayer actually *received* the notice. **Existing policy.**

14. State Revenue Structure and State Education Funding

To see if NHMA will **SUPPORT** asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- That revenue sources are predictable, stable, and sustainable and will meet the long-term needs and financial realities of the state;
- That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- That the revenue structure is efficient in its administration;
- That changes in the revenue structure are fair to people with lower to moderate incomes.

Further, to see if NHMA will **SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given. **Existing policy.**

15. Changes to the Official Ballot Process and Default Budget

To see if NHMA will **OPPOSE** changes to the official ballot process (SB2) including changes to the calculation of the default budget, unless such changes are a local option presented to the legislative body for approval. **Revised by the committee (existing policy opposed any increase in the 60% bond vote requirement in SB 2 municipalities).**

Infrastructure, Development and Land Use

Action Policy Recommendations

1. Municipal Use of Structures in the Right-of-Way

To see if NHMA will **SUPPORT** legislation granting municipalities a designated space to use for any purpose, including leasing to a private entity, upon all poles, conduit, and other structures within the rights-of-way without paying make-ready costs. This includes a requirement that the owners of utility poles and conduit do the necessary work to make that space available. **Existing policy, revised by the committee.**

2. Municipal Authority to Adopt More Recent Codes

To see if NHMA will SUPPORT legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

Explanation: Allowing municipalities to adopt current codes will promote best practices for health, safety, and welfare. **Submitted by Portsmouth City Council.**

3. Municipal Cooperation

To see if NHMA will SUPPORT legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts. **Existing policy.**

Priority Policy Recommendations

4. Regulation of Short-Term Rentals

To see if NHMA will SUPPORT legislation authorizing municipalities to regulate short-term rental of residential properties, including licensing requirements and health and safety protections. This should not be interpreted to limit existing authority to regulate such uses through municipal zoning ordinances and land use regulations.

Explanation: Municipalities across the country are increasingly forced to address problems associated with short-term rental of residential housing units, which are typically facilitated through the online platforms of AirBnB, VRBO, Home Away, and others. Problems arise often in single-family residential neighborhoods, in which transient residential occupancy introduces instability and conflict (e.g., noise complaints with no recourse other than to call the police).

Some jurisdictions have already addressed this through legislation, sometimes accompanied by comprehensive agreements with the online platform operators to submit to regulation. A related issue is whether the state is able to collect meals and rooms tax for such temporary uses, which are similar in some regards to B&B operations and hotels/motels. **Submitted by Ben Frost, Planning Board Chairman, Town of Warner.**

5. Highway Funding

To see if NHMA will SUPPORT a state transportation policy that ensures adequate and sustainable funding for state and municipal highways and bridges to promote safe and reliable transportation and corridors and economic development for the citizens of our state and for the travelling public. The policy should include:

- Maintenance of the proportionate share of the state highway fund that is distributed to cities and towns under current law;

- No further diversion of state highway funds for non-highway purposes; and
- Increased funding, which may include the state road toll, highway tolls, local option fees, user assessments, and other revenue sources as necessary.

Existing policy, revised by the committee.

6. Water Quality and Infrastructure

To see if NHMA will SUPPORT legislation that ensures adequate and sustainable investment to maintain or make necessary improvements to the state's critical water infrastructure (public drinking water, wastewater, and stormwater systems, and dams); that works to provide affordable water, wastewater, and stormwater services; that encourages regional and innovative solutions to water, wastewater, and stormwater issues; that supports decisions that rely on science-based standards; that supports local decision making; and that supports economic progress in the state while protecting public health and safety. **Combination of existing policies, revised by the committee.**

7. State Adoption of Building and Fire Codes

To see if NHMA will SUPPORT a policy encouraging the state to: (1) adopt updated editions of national/international building and fire codes; (2) streamline the code adoption process while facilitating examination of changes that benefit the state economy; (3) encourage training opportunities for local code enforcement personnel.

Explanation: Multiple versions of codes are confusing for all parties. The state's adoption of updated codes would simplify municipal decision making in scheduling code ordinance updates. The quality of enforcement varies significantly among municipalities due to different levels of experience and training. Better training would lead to more consistent enforcement. **Submitted by Portsmouth City Council.**

Standing Policy Recommendations

8. Current Use

To see if NHMA will OPPOSE any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board. **Existing policy.**

9. Scientific/Technical Standards for Regulatory Legislation

To see if NHMA will OPPOSE regulatory legislation that is not based on relevant scientific and technical standards that are broadly accepted by peer review and feasibly achieved.

Explanation: In the past legislative session, bills were filed that attempted to supersede standards set by regulatory agencies without the applicable deliberation and processes associated with creating regulations. **Submitted by Portsmouth City Council.**

10. Land Use and Environmental Regulation and Preemption

To see if NHMA will **SUPPORT** legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required. **Existing policy.**

11. Energy, Renewable Energy and Energy Conservation

To see if NHMA will **SUPPORT** legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy sources, and promote energy conservation, and **OPPOSE** any legislation that overrides local regulation. **Existing policy.**

12. Oppose Statewide Zoning Mandates

To see if NHMA will **SUPPORT** a policy recognizing the legislature's authority to establish statewide priorities in zoning and land use regulation, but **OPPOSE** legislation that limits reasonable local control in implementing those priorities, or that unreasonably mandates specific criteria that municipalities must follow. **Existing policy, revised by the committee.**

13. Conservation Investment

To see if NHMA will **SUPPORT** permanent funding for the Land and Community Heritage Investment Program and **OPPOSE** any diversion of such funds to other uses. **Existing policy.**

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, Town Administrator

Date: July 12, 2018

Re: Road Agent Rate of Pay

At the Board's July 2nd meeting, the Road Agent made a verbal request that the Board consider increasing his rate of pay as Road Agent. He indicated he had not had an increase in 12 years.

When Mike Dross was elected Road Agent in Mach 2006, the Board of Selectmen agreed to establish an hourly rate of pay of \$25.00 for the time he worked as Road Agent without utilizing his pick-up truck or dump truck. It was for time spent as a supervisor/laborer. In 2014, this rate of pay was included in Appendix A of the Town of Auburn Purchasing Policy when adopted by the Board of Selectmen.

There has been no adjustment made to this rate since it was first established in 2006. During the same time period there have been Cost of Living Adjustments (COLAs) and other increases provided to other Town employees and officials in the intervening 12 years.

During the past seven years, COLAs have been issued in six of the seven years, which may be a baseline to consider. The listing below indicates the year, the COLA approved and what the Road Agent's rate of pay would have been with that adjustment.

2012	2.0%	\$25.50
2013	1.7%	\$25.93
2014	1.3%	\$26.28
2015	1.45%	\$26.65
2016	0.0%	\$26.65
2017	0.8%	\$26.86
2018	1.95%	\$27.38

We have only been able provide seven years' worth of data as opposed to 12 because in 2011, the Town adopted the current wage and salary step schedule that is in place. The scale made overall adjustments to wages which became the adjustment that year. I do not have comparable information prior to 2011.

Whatever decision the Board may make, we should capture any adjusted rate as an amendment to Appendix A of the Purchasing Policy so there is a clear record moving forward.

Thank you for your consideration.

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: July 6, 2018

Re: Police Detail Rates – Administration, Cruiser and Works Compensation

In follow-up to discussions the Board had at its June 18th and July 2nd meetings, we would propose the Board of Selectmen amend the current rates charged by the Town of Auburn for Special Police Details by primarily adjusting the cost charged for administrative support, supplying cruisers and workers compensation expenses.

As a reminder, the current rate charged for police details is \$57.00 per hour, with \$40.00 per hour going to the police officer as established in the Collective Bargaining Agreement with the Auburn Police Union. The \$17.00 difference is to cover the cost of associated benefits and expenses, such as the cost of personnel benefits and the provision of a cruiser.

Moving forward, we would recommend a two-tier rate system which would have a rate of \$55.25 per hour for the provision of an officer for special detail. The \$55.25 is inclusive of the officer's base pay of \$40.00 per hour with the remaining \$15.25 covering related benefits of retirement, social security and/or Medicare; workers compensation and administrative support.

Should a police cruiser be assigned to the detail, an additional \$15.69 per hour would be charged for the cruiser. This amount is the current rate established by FEMA for reimbursement for police cruisers in a stationary use with the engine running. Should a police cruiser be used in a detail, the total billable rate would be \$70.94 per hour (\$55.25 for the officer and related expenses) and \$15.69 per hour for the cruiser.

We would further recommend adjusting the rates at a date certain, such as August 1, 2018, to enable the Town to notice the users of police details of these changes prior to their implementation.

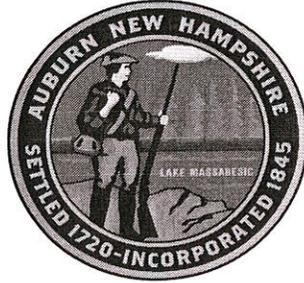
Should the Board make the determination this rate structure is appropriate, it would be helpful for the Board to consider the following motion:

Move to adjust the hourly rate for Special Police Details to \$55.25 per hour for an officer and the related payroll benefits and administrative costs, and an additional \$15.69 per hour for a police cruiser used as part of the Special Police Detail. The rate change shall be effective August 1st, 2018.

Thank you for your consideration.

Town of Auburn

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Town Administrator

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E-Mail:
townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: July 6, 2018

Re: Police Special Details Revolving Fund – Draft Warrant Article

As discussed at your July 2nd meeting, we have drafted a proposed warrant article for your consideration that would amend the purpose of the Police Detail Revolving Fund established in 2008 from being just for special police details to being for “police related purposes.

We also included an annual 10% limitation from the unexpended fund balance for anything other than the expense of police details.

The draft warrant article is as follows:

To see if the Town will vote to change the purpose of the existing Police Detail Revolving Fund, previously established in 2008, from being expended for Police detail payroll and overhead, to being expended for police related purposes as allowed in RSA 31:95-h. And further to limit the expenditure from the undesignated fund balance in any given year to 10% of the prior year’s balance after covering Police detail payroll and overhead. This account is funded by Police detail revenue and **there will be no funds raised from general taxation.** (Recommended by the Board of Selectmen) (Two-Thirds vote required)

If this is generally agreeable to the Board as the direction they would like to propose, we could share it with the Police Commission for their review and input as you have ample time before needing to assemble the warrant in January.

Thank you for your consideration.

TOWN OF AUBURN PURCHASING POLICY

This policy is intended to provide the practices and procedures necessary for the purchasing of material, equipment, supplies, and services for the Town of Auburn. It is intended to provide, to the extent possible, uniform guidelines for procuring the necessary goods and services in an efficient, timely and cost effective manner. This policy is designed to ensure that tax money and public funds are spent in the most prudent fashion possible.

SCOPE

The Board of Selectmen will make all decisions regarding policies for the purchasing of material, equipment, supplies, and services for the Town of Auburn. This policy is adopted by the Board of Selectmen in accordance with RSA 41:8 & 41:9, as it relates to the Board's management of the Town's prudential affairs and the Board's authority over expenditures.

APPLICABILITY

This procedure applies to all departments of the Town of Auburn, with the exception of the Griffin Free Public Library whose full authority rests with the elected Board of Library Trustees (RSA 202-A:6).

PROCEDURE

All purchases must be:

- 1) within approved budgets;
- 2) necessary, legal and, allowable; and
- 3) approved by Department Heads.

Factors to consider when purchasing are:

- 1) price;
- 2) quantity;
- 3) warranty;
- 4) service;
- 5) availability;
- 6) past performance;
- 7) references;
- 8) buy local when prudent to do so; and,
- 9) environmentally sound (biodegradable, can be or have been recycled).

REQUIREMENTS

The Town shall be obligated to pay for goods or services only to the extent that the funds have been appropriated. If contractual agreements extend through more than one fiscal

TOWN OF AUBURN PURCHASING POLICY

year, the Town's obligations under such a multi-year contract shall be specifically limited to the appropriation for such funding for each of the year(s) involved.

When expenditures involve state and/or federal funds, purchases shall meet all state and/or federal laws or regulations that may apply at the time of the purchase, as may be required by the grant fund program.

GUIDELINES

Most purchases can be initiated by the end user with requests submitted, either verbally or in writing, to the immediate department head or committee chair for consideration. It is the responsibility of the individual to insure purchases are within budgets and approved by the Department Head prior to any purchase. Items that are not within budgets will need prior approval by both the Department Head and the Board of Selectmen, in accordance with "Purchasing Levels" below, before a purchase can be made.

The Town of Auburn is a small municipality which relies heavily on the individual worker and his or her expertise in the field. Each person is expected to be prudent with tax-payer money and to make all purchases accordingly. A Department Head or Committee Chair must sign off on all expenditures, and indicate which budget line the expenditure is to come from in order for an invoice to be paid. The only items the Town Office will automatically pay and charge to appropriate budget accounts are normal bulk operating items such as heat, lights and electricity, telephone and appropriate personnel-related items such as health insurance, dental insurance, NH Retirement System, etc. All other expenditures will require an authorizing signature and budget line before being paid.

The Board of Selectmen will approve all manifests before payment is made. It is the responsibility of Accounts Payable in the office of the Board of Selectmen to insure that these necessary steps are taken prior to payment of any invoice.

At times, there will be a need to verify pricing or cost of a specific product or service so an informed decision can be made regarding a purchase. It is advisable to check pricing periodically to insure that vendors/suppliers remain competitive, as well as giving the opportunity to others to become a vendor/supplier for the Town. This process can range from being as informal as calling various vendors to request pricing, to requesting an RFP (Request for Proposals), or RFQ (Request for Quote); up to the most comprehensive formal bid process. Use of the formal bid process requires the Board of Selectmen's approval. Use of the competitive bidding process requires strictly following the stated process and the decision to use the process should not be taken lightly. At the Board of Selectmen's discretion, an RFP/RFQ or formal bid may be required for specific purchases. All purchasers should consider the following:

- 1) Vendors/suppliers are to be treated fairly and equitable;

TOWN OF AUBURN PURCHASING POLICY

- 2) Purchases should be coordinated and/or consolidated when practical and beneficial;
- 3) Avoid rush ordering, which can result in additional charges or shipping cost;
- 4) Whenever possible have a reasonable lead time;
- 5) Periodically use RFP or RFQ processes to solicit competitive proposals;
- 6) Consider the use of State Contracts; and,
- 7) Use the formal bid process when a detailed technical specification is feasible and desirable, or at the direct request of the Board of Selectmen.

Note: The Town can select a supplier/vendor on the State bid list without going through the formal competitive bid process.

PROHIBITED PURCHASING PRACTICES

At all times, avoid unethical practices and the appearance of unethical practices. Prohibited practices include, but are not limited to the following:

- 1) Conflict of Interest – No individual shall participate directly or indirectly in a purchase activity that the individual or the individual's immediate family has a direct financial interest in, including personal investments in a business entity;
- 2) Gratuities – No individual shall accept a gratuity or an offer of employment in connection with any purchasing decision or contract award;
- 3) Kickbacks – No individual shall accept any payment, gratuity or offer of employment as an inducement for the award of a contract or purchase made by the Town;
- 4) Contingent Fees – No individual working on the Town's behalf shall receive a commission, percentage, brokerage, or contingent fee for procurement of a contract or purchase made by the Town;
- 5) Misuse of Confidential Information – No individual shall use confidential information for personal gain, nor for the gain of any other person; and
- 6) In accordance with RSA 95:1, no person holding public office in the Town of Auburn, either appointed or elected, shall by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities or other personal property of a value in excess of \$200 at any one sale to or from the Town of Auburn. This policy shall also apply to Town employees. An exception to this provision is the Town of Auburn Road Agent who it is anticipated may be a provider of services to the Town of Auburn based on the set rate schedule included in Appendix A of this policy. This is addressed in the section called "Purchasing Levels" below. Any exception to this policy must be approved by the Town Administrator and by a vote of the Board of Selectmen.

Remedies for persons found using prohibited practices will follow the guidelines outlined in the Town of Auburn's Personnel Manual, which can include termination of employment.

TOWN OF AUBURN PURCHASING POLICY

PURCHASING LEVELS:

- a) **Purchases Up to \$1,500:** The Department Head shall have full authority to make departmental purchases of goods or services up to \$1,500.00 which are identified within the department's annual budget. To the extent practical, it is encouraged to do whatever is practical to secure competitive pricing from multiple sources.

- b) **Purchases Between \$1,501.00 and \$5,000.00:** The Town Administrator shall have full authority to approve departmental purchases of goods or services up to \$5,000.00 for those items which are identified in the Town's budget. Prior to purchase, the Department Head shall submit documentation to the Finance Director for verification of available funds within the appropriate budget line and approval of the Town Administrator.

- c) **Between \$5,001.00 and \$15,000.00:** The Department Head shall contact as many vendors as necessary in order to obtain at least three (3) written or verbal quotations. The Department Head shall present these quotations to the Town Administrator, along with a recommendation, for the Board of Selectmen's approval. In the event that less than three (3) quotations are available, evidence of the attempt to obtain them should be attached to the request.

- d) **Over \$15,000.00:** Purchases for any department having an estimated cost in excess of \$15,000 shall be placed through a competitive procurement process to be overseen by the Finance Director and/or the Town Administrator. The final approval for purchase rests with the Board of Selectmen.

- e) **Elected Road Agent:** Recognizing the position of Road Agent is elected by the public, in addition to the nature and process of road maintenance and construction work performed in the Town of Auburn, the elected Road Agent shall have full authority to approve individual departmental purchases of goods or services up to \$25,000.00 before needing to utilize a competitive procurement process.

Pursuant to NH RSA 231:62, the Road Agent, "under the direction of the selectmen, shall have charge of the construction, maintenance, and repair of all town highways and bridges and the maintenance and repair of all sidewalks within the town, except as provided in the laws pertaining to state aid for highways and bridges and town road and bridge aid, and shall have authority to employ the necessary men and equipment, and purchase timber, planks, and other material for

TOWN OF AUBURN PURCHASING POLICY

construction and repair of such highways and bridges; and they may remove gravel, rocks, or other materials from one part of the town to another, doing no damage to adjoining land, for the purpose of grading or otherwise repairing the same.”

In retaining the services of contractors to perform work, the Auburn Road Agent shall utilize the hourly rates for equipment and operators as contained in the Town of Auburn Contract Labor / Equipment Rates attached as Appendix A to this policy. These rates shall also apply to the Auburn Road Agent for any equipment he or she provides. These rates should be reviewed annually, or more often if the need arises, by the Road Agent and the Board of Selectmen.

- f) **Contract Labor / Equipment Rates:** The Town of Auburn Contract Labor / Equipment Rates attached as Appendix A to this policy shall be utilized by any and all Town departments in retaining the services of contractors for improvement or construction projects.

CONTRACTS

The Board of Selectmen or its designee shall be authorized to approve and sign any and all proposed contracts or agreement documents that would obligate the Town of Auburn to purchase, lease-purchase or otherwise finance any equipment, commodities, services, labor or other goods. In the case of potential personnel contracts for the Police Department, such as a Collective Bargaining Agreement or other individual contracts, the document should be jointly approved and signed by the Police Commissioners (for personnel related decisions) and the Board of Selectmen (for the financial obligations.)

All such contracts or agreements shall be provided to the Town Administrator / Selectmen's Office to be reviewed by appropriate individuals, which may include legal counsel or risk management providers. This review and ultimate approval or rejection by the Board of Selectmen must occur prior to the ordering or acquisition of any such equipment, commodities, services, labor or other goods.

INVOICE REQUIREMENTS

The Board of Selectmen requests the following information be provided on all invoices submitted to the Town of Auburn for work or services provided to the Town by sub-contractors:

- Name, address and telephone number of company or individual
- Date of invoice
- Dates and times of work or services provided
- Location of where work or services were provided
- Equipment used

TOWN OF AUBURN
PURCHASING POLICY

- Description of work or service completed
- Total hours worked
- Rate/cost per hour, and
- Total invoice amount

Subcontractors should submit their invoices to the Selectmen's Office at the Town Hall on the Monday following a two-week work cycle. Those invoices will be paid two weeks after their submission in order to provide ample time for review and processing. This standard will become effective July 30, 2018.

SUPERSESSSION

These rules shall take effect upon the vote of the Board of Selectmen, and shall supersede all previous rules, regulations, customs and/or past practices that may have be in use on the effective date, unless specific exceptions are made by the Board of Selectmen. Any exceptions shall be noted in the action of the Board of Selectmen to adopt amendments, additions or deletions to these rules.

EFFECTIVE DATE

This policy shall take effect on July 30, 2018 and replaces policies previously adopted on January 27, 2014 and November 28, 2016.

Adopted by the Board of Selectmen the _____th day of July, 2018.

James F. Headd

Richard W. Eaton

Keith N. Leclair
AUBURN BOARD OF SELECTMEN

Received and recorded this _____ day of _____, 2018

Kathleen A. Sylvia, Town Clerk

**TOWN OF AUBURN
PURCHASING POLICY**

**APPENDIX A
RATES FOR CONTRACT LABOR / EQUIPMENT**

Road Agent (Supervisor/Labor) --	\$25.00 per hour
Pick-up Truck --	\$50.00 per hour
Pick-up Truck with Plow --	\$65.00 per hour
One-Ton Truck --	\$60.00 per hour
One-Ton Truck with Plow & Sander --	\$80.00 per hour
6-Wheeler Truck --	\$60.00 per hour
6-Wheeler Truck with Plow & Sander --	\$85.00 per hour
10-Wheeler Truck --	\$70.00 per hour
10-Wheeler Truck with Plow & Sander --	\$95.00 per hour
Tri-Axle Truck --	\$80.00 per hour
Backhoe --	\$100.00 per hour
Loader (2 yard bucket) --	\$85.00 per hour
Loader (2 yard bucket) – Winter Rate	\$90.00 per hour
Loader (3 yard bucket)	\$105.00 per hour
Loader (3 yard bucket) – Winter Rate	\$110.00 per hour
420 Loader (4 + yard bucket) --	\$120.00 per hour
420 Loader (4 + yard bucket) – Winter	\$125.00 per hour
Dozer (D5) --	\$120.00 per hour
Grader --	\$130.00 per hour
316 Excavator --	\$130.00 per hour
325 Excavator --	\$145.00 per hour

TOWN OF AUBURN PURCHASING POLICY

Vibratory Compactor (Riding) -- \$250.00 per day

This list is representative of the type of equipment used by the Town of Auburn, but does not list all potential equipment that might be needed. Rates on this list should be adjusted accordingly for smaller or larger equipment not specifically listed.

All rates are inclusive of driver / operator and/or equipment.

If a Town employee is hired to operate any of the above listed pieces of equipment, the rate of pay for that employee will be deducted from the rates specified above.

All contractors are required to provide and maintain a current proof of liability insurance and, if appropriate, workers compensation insurance coverage, before commencing work for the Town of Auburn.

Town of Auburn

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Town Administrator

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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: July 3, 2018

Re: Potential Committee for Police Department Garage / Storage

At your July 2nd meeting, the Board reached a consensus that moving forward you would look at the storage and space needs of the Police Department and Parks & Recreation separately and not in a combined facility. You also indicated an interest in re-constituting a committee to work on a proposal to initially meet the garage, storage and space needs for the Police Department.

For the last effort, the Board had assembled a committee that included:

- Three Selectmen
- The Building Inspector
- Parks & Recreation Commission Chair
- A representative of the Police Department
- A member of the Planning Board
- A member of the public.

Moving forward with a revised mission, the Board might consider re-establishing the Committee to include:

- One Selectman
- A representative of the Police Department
- A Police Commissioner
- The Building Inspector
- A member of the Planning Board
- A member of the Budget Committee
- A representative of the Fire Department

As was done for the previous committee, the Town Administrator would serve as staff support to the committee effort.

It would also be helpful for the Board to indicate to the Committee a general expectation of the time frame for delivering their recommendations. If the anticipation is to have something ready to move at the March 2019 Town Meeting, then an October 2018 time frame is what you should look for in order for the project to be included in the Capital Improvement Plan and budgeting process. If March 2020 is more your anticipated time frame, then the Committee would have until perhaps June 2019 to come to a recommendation.

Thank you for your consideration.

Working together is success.

— Henry Ford



Community Facilitation for the
Town of Auburn and
Parks and Recreation Program

June 19, 2018



Promoting Excellence in the Public Sector

Purpose of the Session

The Town of Auburn invited Primex³ to assist in facilitation of a discussion regarding the future of Parks and Recreation in the Town. The session took place June 19, 2018 from 6-8 pm.

Who is Primex³

Founded in 1979, the New Hampshire Public Risk Management Exchange (Primex³) is a public entity risk pool organized and operating as a trust on behalf of member municipalities, schools, counties and other governmental entities. Primex³ is your premier risk management partner by delivering superior coverage programs, trainings and services that create extraordinary value for our members.

The exercise was facilitated by:

Rick Alpers, Risk Management Consultant, Primex³

Shelley Walts, Member Services Consultant, Primex³

Participants

Members of the community, boards, departments and elected officials were invited to participate to insure a solid cross section of the community is represented. Participants were further divided into three smaller groups for small group discussion. The following are the three small groups and their members:

Group A

Keith Leclair, Select board

Alan Villeneuve, School Board

Pat Kelly, Soccer League

David Nye, Parks and Rec Commission

Jeff Porter, Conservation Commission

Kim Lufkin, former Parks and Rec Commission

Peter Miles, Budget Committee Chair

Group B

Samantha Belcourt, School Board

Lisa Canavan, Parks and Rec Commission

Pat Clement, Duck Race and Library Friends

Patrick Glennon, Auburn Fire

Jennifer Anderson, Parent

MB Lufkin, Budget Committee

Mike Dobmeier, Parks and Rec Maintenance

Mary Royer, Citizen

Amy Lachance, Parks and Rec Coordinator

Group C

Jim Headd, Select Board Chair

Barbara Carpenter, School Board

Margie McEvoy, Parks and Rec Commission

Michel O'Rourke, AVS Assistant Principal

Walter Milne, Town Treasurer

Bill Herman, Town Administrator

Patti Allard, Trustee of Trust Funds

Jamie L'Italien, Parent

Setting the Stage

Jim Headd, Select Chair, began the evening with brief comments regarding the facilitation.

- For a number of years now, there has been various processes and discussions as to what is the future of Parks & Recreation in Auburn.
- Auburn has grown from a small rural community where almost everything was completed by volunteers.
- One of the goals set by the Board of Selectmen for 2018 was to have a community discussion to help the Selectmen and other officials determine what the proper direction is for Parks & Recreation in Auburn.
- Should we remain a Commission of volunteers supported by part-time employees or should it become a more formal department of the Town.

Amy Lachance, Parks & Recreation Coordinator then provided a brief power point presentation on the department as it currently stands today. This included data collected through small group meetings, an online survey, and finally, this facilitation session.

Question 1

Participants shared their reasons in small assigned groups. Once each group completed their assignment, a group spokesperson was chosen to represent and share the group's thoughts to all the facilitation participants. The following are the small groups results to the question:

What Do You Want from Your Parks & Recreation Program?

Group A

- New indoor facility / multi-purpose
- Storage
- Lights on soccer and softball fields
- Centralized Administration
- Partnership with other Towns
- In need of additional staff
- Programming to stay current with popular activities
- Location other than Wayne Eddows?

Group B

- Community Center
 - ✓ Storage
 - ✓ Parking
 - ✓ Kitchen
 - ✓ Meeting rooms
- Adult programs
 - ✓ Additional Senior programs
 - ✓ Sports
 - ✓ Education
- Special Needs Programs
- Recreation vehicle for staff use
- Partnering with other Towns for programs such as swimming lessons
- Fundraising
- Dedicated Parks & Recreation maintenance person and other full-time positions
- Community dances
- Fix the ice rinks

Group C

- Maintenance Facility
- Add Pickle Ball to the programming
- A desire to grow the program
- Town facility
- Community Center
 - ✓ Seniors
 - ✓ Teams
 - ✓ All others - need for 13-16 year olds
- Walking path behind Circle of Fun
 - ✓ Boardwalks
 - ✓ Scout Project
- Skate Park - unsuccessful
- Wall Ball
- Sailing lessons
- Kayak / Crew

Question 2

The following are the small groups results to the question:

How Does the Town of Auburn Envision Providing These Continued Services and Wanted Additional Services?

Group A

- Partnership with Manchester Water Works
- Self-funding activities - user fees
- Involvement of Auburn Youth Athletic Association
- Expand role of Parks & Recreation Coordinator to accommodate facility use

Group B

- Partnerships
- Sponsors (corporate)
- Land / Location
- Volunteers - Teens, involve more Town groups
- Ultimately it comes to managing taxes
- Combine Library / Community Center

Group C

- Need for more paid positions?
- Location, location, location - convenient and central
- Is there a way to have the Community Center fund itself?
- Partnership with Library
- Partner with Scouts
- Partner with Manchester Water Works
- Pursue sponsorships/ donors
- Research other Town Community Centers
- Committee of members from Town groups to research

Findings and Suggested Next Steps

There is clearly an interest in expanding the Parks and Recreation program within the Town of Auburn. Each group spoke of a Community Center which would accommodate all ages in Town. The location and cost will need to be determined, but there are a few ideas in this report. The formation of a committee to visit other communities for ideas on programming, Community Centers and funding is recommended as the next step for further review and clarity on what the Town of Auburn wants from its program.

Conclusion

It was a pleasure working with the Auburn community and *assisting with this very important discussion.*

Respectfully submitted,

Shelley Walts

Rick Alpers

Center for
Public Sector
A d v a n c e m e n t



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**Town of Auburn
Board of Selectmen
July 2, 2018
Town Hall
7:00 PM**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Police Lieutenant Ray Pelton, Edward Gannon, Alan Villeneuve, School Board Chair, Carrie Rouleau-Cote, Building Inspector, Dennis Viera and Pauline Viera, Dale Phillips, Mickey Rolfe, John Rolfe and Mary Ann Rolfe, Mike Dross, Road Agent, Linda Dross, Jill Dross, Russell Sullivan, Fred Larson, Christi McLaughlin, Sean Fichera, Michael Willinsky, Jamie Russin, Carlos Russin, Michael Sullivan, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary and other persons unknown to the minute taker.

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 7:00 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of June 25, 2018 - \$49,713.75

Mr. Eaton motioned to approve the Payroll for the Week of June 25, 2018 in the amount of \$49,713.75. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Account Payable for the Week of July 2, 2018 - \$240,296.14

Mr. Eaton motioned to approve the Accounts Payable for the Week of July 2, 2018 in the amount of \$240,296.14. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of July 2, 2018

Mr. Headd read the Consent Agenda items for the Week of July 2, 2018, some of which included: four (4) property tax abatement/refund requests; one (1) quitclaim deed; one (1) raffle permit; one (1) permit to dig/license agreement; one (1) animal warrant; four (4) correspondence/disposition of Skate Park donations; one (1) NH DOR annual notice; and three (3) pistol permits.

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

Appointment with the Board

Alan Villeneuve, School Board Chair – School Building Project Update & Building Permit Fees

Mr. Villeneuve, Chair of the Auburn School Board, advised he was present to request on behalf of the School Board that the Board of Selectmen authorize the waiver of \$16,500 in Building Permit fees for the Auburn Village School project.

Mr. Villeneuve advised it was a common practice for the Board to waive these fees for Town or School District projects as essentially the town would be paying itself.

Mr. Eaton advised despite that argument, the Building Inspector, who needed to be paid, still had to do those inspections and asked Mr. Villeneuve if funds had been allocated in the project's budget for this fee, and if so, whether and for what use, those funds would be re-directed toward.

Mr. Villeneuve stated he did not have that paperwork with him but was certain that when the budget was being put together the line item for the permits was likely dismissed as it is usually waived. Mr. Villeneuve represented that if he was mistaken than those funds would go back into the School Building project and not appropriated to any outside item.

Carrie Rouleau-Cote, the Building Inspector, explained there would be other permit fees associated with the project in addition to those Mr. Villeneuve is requesting to be waived such as those paid by electrical and plumbing contractors, third party reviews by Stantec, etc. and anything that came under review by the State Fire Marshall. Mrs. Rouleau-Cote added the plan for the project had not been presented to the Town for review.

Mr. Leclair advised that considering the Town was paying approximately 2.98% on that bond, over 15 years, the request made sense.

Mr. Headd motioned to waive the \$16,500 Building Permit fees for the Auburn Village School project. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Villeneuve updated the Board on the School project, reporting there were drawings and preliminary plans, with final plans to be rendered July 15, permits, DES visit and authorization by MWW (Manchester Water Works) for roadway structure. Once the addition is in place and the students move over to that in September 2019 so the portables can be removed before Winter commences.

Mr. Eaton discussed the area and drainage concerns and asked if anyone was familiar with what was out there. Road Agent Dross advised there was a "stump dump" by the entrance point near the basketball court at the Safety Complex property. Mr. Rolfe advised that the drainage lowers the water table and they had cleaned it out a few times. Mr. Eaton

recommended discussions with the Cemetery Trustees who were also interested in acquiring land in this area.

Mr. Gannon memorialized his earlier discussion with Mr. Villeneuve where he advised that an open area 365' around building would be required under NFPA standards.

New Business

Boundary Line with School and Cemetery/Emergency Road Access

Mr. Villeneuve questioned the boundary lines between the School and Cemetery and the need for a permanent gated emergency access road.

Carrie Rouleau-Cote, the Building Inspector advised that an emergency access road would need to be maintained and reminded that she had not yet been shown a formal Site Plan.

Road Agent Dross asked if an access road would need to be plowed in the Winter. Mr. Villeneuve stated they would like to have access for an ambulance if someone got hurt participating in a sporting event on the ballfields.

2017 Landfill Post-Closure Report

Mr. Herman presented a copy of Stantec's report dated June 28, 2018 summarizing the 2017 Post-Closure Landfill Monitoring Report.

Mr. Eaton advised that it looked good and contained no surprises.

Consideration of Issues of Employee or Independent Contractors

Mr. Herman provided the Board information on the current statute and its impact on the Town's historic structure as it pertained to "employee" versus "independent contractor", and the requirement to obtain worker's compensation particularly with subcontractors of the highway department and some parks & recreation contractors was not favorable.

Road Agent Dross opined that this requirement could result in the loss of as many as five of his plow truck drivers only a few months before the season begins.

Mr. Headd added that incidental operations, such as Road Agent Dross expressed concerns, such as operating a chainsaw to remove a downed tree in a storm event while out plowing would be covered under incidental operation in their policy and would not have to be treated separately.

Mr. Dross opined that he did not believe police details benefitted the town and those details would pose more liability risk than the subcontractor who were driving the town vehicles in storms.

Mr. Eaton advised if the subs got hurt they would come after the town. The details which generate revenue to the town have the fees for worker's compensation built into the fee schedule charged to any other town requesting them.

Mr. Viera asked if the new requirement was due to the "Wolfeboro incident." Mr. Eaton indicated that no, they were not connected. Mr. Herman added that although, the incident has heightened things state-wide.

Old Business

Rates Charged for Special Police Details - *Tabled*

Mr. Herman presented the results of a recent review by the Town of their Special Police Detail Rates. Mr. Herman advised the rates going forward could reflect \$2.03 for administrative support added to the breakdown of fees, and a split in the difference of the published FEMA rates for the inclusion of a cruiser. Workers compensation would be two (2%) percent of the hourly rate paid to officers reflecting an incremental change from .15 cents per hour to .80 cents per hour which was the equivalent of \$63.03/hr. or \$63/hr. (up from \$57/hr.) Lieutenant Pelton advised that he was comfortable with that number.

Mr. Leclair asked Lt. Pelton if the use of a cruiser could be tracked so they would know whether a car was used or not used on a detail. Lt. Pelton said it would not be hard to include that on the detail assignment paperwork, but would likely add some time to the accounting side of things. Mr. Leclair felt things could change and cause the splitting of the cruiser rate to not be accurate going forward. He felt it would be better to charge full rate for those who use a cruiser and not charge those who don't.

Mr. Herman advised that they would consult with Finance Director, Mrs. Frisella prior to the next meeting. He asked if the administrative support and worker's comp figures were acceptable and the Board indicated stated that they were. – **Tabled**.

Use of Police Detail Revolving Fund Balance - *Tabled*

Mr. Herman presented a list of the policies utilized by other communities for their Special Police Detail Revolving Fund. Mr. Eaton advised he preferred the language in Alton's policy which specified what the funds could be used for. Mr. Leclair advised he preferred the simple language of Stratham's policy which stated that funds could be "expended only for police related purposes" stated in the RSA (31:95).

The Board agreed it preferred to propose language similar to that of the Stratham policy, but also adding that an annual cap should be established to prevent the fund from being depleted. Lieutenant Pelton felt that 10% of the fund balance would be an acceptable annual cap. Mr. Eaton clarified that the purpose of the fund is to offset unanticipated items to alleviate the burden to the tax-payers and should never be used for offsetting the budget.

Mr. Villeneuve recommended consulting the Police Commission since it was their budget. Mr. Leclair asked who had the responsibility for the fund, and Mr. Herman reported it is held by the Town Treasurer to be paid out under the direction of the Board of Selectmen.

Mr. Eaton asked if it needed a Warrant Article to go on the ballot for the annual town meeting in March, and Mr. Herman indicated it would.

Mr. Herman advised he would draft an initial article based on the Board's consensus for their review and Mr. Leclair agreed that the decision should be **tabled**.

Federal Disaster Declaration for Severe Winter Storm (March 13th)

Mr. Herman presented a brief update on the status of claims for the severe storm incident last March. Mr. Herman advised that 75% of a fixed 48-hour period, from March 13th to the 14th and a portion of the 15th would be covered and that filings were due in 90 days.

Mr. Leclair asked if labor would be covered and Mr. Herman advised that it was only overtime if they are employees, but 100% of the cost of contractors is covered.

Audit by NH Retirement System

Mr. Herman advised an audit had been done last week and verbally the Finance Director was advised there were no issues.

Letter of Intent – Multi-Use Trail Grant Application

Mr. Herman advised the Letter of Intent to the NH DOT Transportation Alternatives Program (TAP) fund, which was due on July 13th, went in on June 29th. The Town has received notification of its receipt.

The application letter (with trail map delineated reverse side) detailed the proposed \$946,159 cost of the proposed trail/walkway extending from NH Route 121 between Eaton Hill Road and Shore Drive, of which 80% would be matched with the TAP fund and the Town providing the \$189,232 balance, or 20%.

Mr. Herman advised he would like to have Dan Tatem from Stantec come in to provide a preliminary presentation because the project cost has gone up from two years ago now that the entire area has been surveyed and reviewed.

Town Storage Building

Mr. Herman advised the Planning Board is in the process of updating the CIP. He was seeking guidance from the Board about the potential inclusion of a garage / storage building. Mr. Leclair advised they needed to know what Parks & Rec was going to look like. He thought leaving Parks & Recreation out of this building project and focus on the needs of the Police Department was likely the way to go. Mr. Eaton agreed that was the sentiment from the meeting they had

recently with the Budget Committee. Mr. Eaton advised he understood a Community Center was discussed as a need at the facilitated community meeting held last month.

Mr. Leclair recommended forming a new committee to look at the APD building needs that might include a representative from Police Commission, the Police Department, the Board, Building and Planning. Mr. Herman agreed to provide a committee layout for the Board's next meeting.

Other Business

Dog Tags

Mr. Leclair after reviewed the 400% increase in the line item, reported that it was discovered to be a mistake in how the State's share of dog license fees are collected and paid to the State. The expense has been moved to the correct revenue line.

Change in Terms, Payments to Contractors

Mr. Eaton advised that the Board would like additional time to be spent reviewing invoices by both the Finance Department and the Board as they had found some discrepancies in items, such as labor hours charged etc. that would otherwise slip through the cracks. Mr. Leclair advised that he was in agreement, and they should be sympathetic to the impact the sudden change could have on some of the contractors. It was agreed that two-weeks would be an acceptable turnaround time and that letters should go out to inform them that the policy would be implemented on July 30th.

Mr. Eaton motioned to implement town policy that when contractors submit their bills, those invoices will be paid in two weeks, effective July 30, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Road Agent Report

Road Agent Dross reported Lover's Lane was going well and Rockwood Terrace was done. They would be overlaying Spofford Road from By-pass 28 to Wildwood Drive, Auburn Road and maybe Cohas Drive and Sandy Knoll if he was able.

Road Agent Dross added it had been 12 years since he had a raise and would like the Board to consider his request for an increase.

Public Comment

Sean Fichera stated he had handled IT for the Auburn Fire Department, but reported he was disappointed to have been terminated recently by Deputy Chief Selinga in such an unprofessional manner for no-cause. Mr. Fichera stated he was instructed to turn over the passcodes and leave. Mr. Gannon stated Mr. Fichera received a stipend of \$750 for his services annually, and that he had been a good worker and his services were a bargain when they got him from Derry and that he had an extensive background and was being vetted to go into the Police Dept.

Mr. Leclair stated he would like to call Deputy Chief Selinga in before the next meeting.

Jamie Russin stated her 17-year-old son, Taylor had been terminated recently in a similar manner by Captain Saulnier adding that numerous calls to both of his parents had been made harassing them to return equipment and that they had saved those text messages.

Carlos Russin of Hooksett stated he had been insulted by Captain Saulnier, his military service called into question and been referred to disparagingly as a "Para-God" after what he considered to be 26 years of exemplary service. Mr. Russin stated decisions were being made without due process and the Fire Department was crumbling.

Mrs. Phillips stated she was uncomfortable with discussing these matters so unprofessionally and they should be discussed in non-public session, rather than throwing out accusations in public.

New Hire – Police Dept.

Mr. Herman advised on June 29th the Police Commission had hired full-time Officer Carl Hanson from Pembroke who will start on July 16th with ten years' experience. He advised the department will now have ten full-time officers including the Chief and Lieutenant, with eight part-timers on the roster, six of whom are currently serving.

Road Reconstruction Budget

Mr. Eaton asked if the Road Reconstruction financial report Mr. Herman has usually provided to the Board had been prepared yet this year. Mr. Herman advised that he did not believe Mrs. Frisella had an opportunity to do her base work yet due to the change in the finance office, but he would check on it.

Minutes

- **June 18, 2018 Public Meeting**
- **June 18, 2018 Non-Public Meeting**

Mr. Leclair motioned to approve the June 18, 2018 meeting minutes as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session Pursuant to RSA 91-A:3, II (a) (Compensation of any public employee)

Mr. Headd motioned to go into Non-Public Session under RSA 91-A:3, II (a) compensation of any public employee. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. The motion passed unanimously.

The meeting was closed to the public at 8:22 pm.

The meeting was reopened to the public at 8:39 pm.

Mr. Leclair motioned to approve a step increase for Town Clerk Kathleen Sylvia from a Labor Grade 12, Step 7 to a Labor Grade 12, Step 8 effective April 1, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a step increase for Tax Collector Susan Jenkins from a Labor Grade 8, Step 9 to a Labor Grade 8, Step 10 effective April 1, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Adjourn

Mr. Headd motioned to adjourn the meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

The meeting was adjourned at 8:39 pm.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary

**Town of Auburn
Board of Selectmen
July 2, 2018
Town Hall
7:00 PM
Non-Public Session #1 of 1
(unsealed)**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

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

**Non-Public Session Pursuant to RSA 91-A:3, II (a)
(Compensation of any public employee)**

Mr. Headd motioned to go into Non-Public Session under RSA 91-A:3, II (a) compensation of any public employee. Mr. Eaton seconded the motion. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes; Mr. Leclair – yes. The motion passed unanimously.

Mr. Herman advised the Board he had received requests for step increases from Town Clerk Kathleen Sylvia and Tax Collector Susan Jenkins.

Mr. Herman advised as these were elected positions, the annual performance review which typically triggers Step increases, is not done. Both have received their COLA increases, which all position are automatically provided when budgeted.

Mr. Herman advised that unfortunately as it had not been brought up last year, there was no money in the budget to do an increase retroactively for 2017, but Mrs. Frisella had budgeted for such increases for this year.

Mr. Eaton noted Mrs. Sylvia had negotiated her salary in 2016 to something higher than the prior Town Clerk had received, and Mrs. Jenkins had actually reduced her hours voluntarily as she felt the position didn't require 40 hours each week, except for the two to three very busy times per year.

All were in favor of granting Mrs. Sylvia and Mrs. Jenkins one Step/Labor Grade increase.

The meeting was closed to the public at 8:22 pm.

The meeting was reopened to the public at 8:39 pm.

Note – In Public Session

Mr. Leclair motioned to approve a step increase for Town Clerk Kathleen Sylvia from a Labor Grade 12, Step 7 to a Labor Grade 12, Step 8 effective April 1, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve a step increase for Tax Collector Susan Jenkins from a Labor Grade 8, Step 9 to a Labor Grade 8, Step 10 effective April 1, 2018. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary