

**Town of Auburn
Board of Selectmen
October 1, 2018
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for the Week of October 1, 2018

Approval of Consent Agenda – Week of October 1, 2018

() FY 2019 Budget Presentations

- Griffin Free Public Library – Library Trustees & Library Director Kathy Gowney
- Highway Department – Mike Dross
- Solid Waste – Bill Herman
- Health & Social Service Agencies – Bill Herman
- Intergovernmental Welfare – Bill Herman

() New Business

Clarification of Parks & Recreation Coordinator's Position

() Old Business

Potential Lighting Conversion at Safety Complex

() Other Business

Next Meeting – Monday, October 8th at 7:00 PM

() Minutes

- September 24, 2018 Public Meeting
- September 26, 2018 Workshop Meeting

() Adjourn

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

BUDGET COMPARISON -- FY '18 and FY '19 RUNNING TOTAL

Department	2018 Appropriations	2019 BOS Approved	Difference
Executive	268,768	10,025	0
Election & Registration	95,810	14,600	0
Financial Administration	160,833	0	0
Legal Expense	42,000	0	0
Personnel Administration	433,853	0	0
Planning & Zoning	37,651	0	0
General Government Buildings	127,443	0	0
Cemeteries	25,280	0	0
Insurance	115,065	0	0
Regional Associations	8,829	9,313	484
Other General Government	113,213	0	0
Police	1,209,875	0	0
Ambulance	83,896	0	0
Fire	416,943	0	0
Building Inspection	69,864	12,300	0
Emergency Management	8,427	0	0
Other Public Safety (Details)	1,000	1,000	0
Highways & Streets	942,865	0	0
Bridges	0	0	0
Street Lighting	13,500	18,000	4,500
Solid Waste	18,800	0	0
Health Officer	2,564	0	0
Animal Control	20,471	2,440	0
Health Agencies	5,875	0	0
Public Assistance	19,521	0	0
Intergovernmental Welfare	4,471	0	0
Parks & Recreation	111,171	0	0
Library	169,272	0	0
Patriotic Purposes	6,650	0	0
Conservation Commission	2,351	0	0
Debt Service	3	3	0
<i>Capital Outlay</i>			
Fire Truck	72,696	0	0
Road Reconstruction	700,000	0	0
Recreation Improvement	20,200	0	0
TOTAL	\$5,329,160	\$67,681	\$4,984
Special Warrant Articles			
Collective Bargaining Agreement	13,865	0	0
AFD Rescue Vehicle	100,000	0	0
Land Acquisition / Library	200,000	0	0
GRAND TOTAL	\$5,643,025	\$67,681	\$4,984

2019 PROPOSED LIBRARY TOWN OF AUBURN

	1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of September	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
Library									
1 01-4550-3-340-0 Library Operating Expenses	36,929.80	37,181.00	38,404.00	44,081.00	32,994.00	49,450.00	112%		
Narrative for Column # 6									
Budget Recommendations									
Grand Total:	36,929.80	37,181.00	38,404.00	44,081.00	32,994.00	49,450.00	112%	0.00	0.00



2019 Budget Recommendations (August 14, 2018)

<u>Lending Materials</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$12,900	\$13,051	\$14,000	\$15,300

Requesting an additional \$1,000 increase to subscribe to HOOPLA Digital in response to patron requests. In addition, we would like to add a new service of streaming educational movies (Kanopy) as requested by patrons funded at \$300.

<u>Programs</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$1,000	\$1,000	\$1,000	\$1,150

The increase would cover the addition of the MPLC 2019 Movie License (\$150) (library.mplc.org).

<u>Computer Systems</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$5,700	\$5,700	\$6,960	\$6,950

<u>Equipment/Furnishings</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$1.00	\$1552.85	\$3,521	\$7,000

Outdoor sign repair – \$3,000

Replacement air conditioning unite – estimate of \$4,000 as quote not yet received.

<u>Maintenance</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$6,500	\$6,500	\$6,900	7,250

We have a quote of \$342 to merge the fire alarm and burglar alarm systems from SJL. Prior to proceeding, we will check with the new Fire Chief.

<u>Supplies</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$1,800	\$1,600	\$1,800	\$1,900

As our numbers continue to grow, I would like to increase this line by \$100.

<u>Training/Professional Journals</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$ 2,000	\$2,000	\$2,000	\$2,000

This line pays for professional journals used in the selection of resources and for conference attendance and professional development opportunities for library staff.

<u>Utilities</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$7,280	\$7,000	\$7,900	\$7,900

<u>Overall</u>	FY 2016	FY 2017	FY 2018	FY 2019
	\$37,181	\$38,403.85	\$44,081	\$49,450

2019 PROPOSED HIGHWAYS & ROADS

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
Highways & Streets										
1 01-4312-3-385-1	Highway Shimming	81,259.88	120,087.79	99,806.47	130,000.00	5,428.00	180,000.00	138%		
2 01-4312-3-385-2	Highway Spr/Summer Storms	0.00	5,604.25	16,714.56	8,500.00	3,540.00	8,500.00	100%		
3 01-4312-3-385-3	Highways Summer Subcontractor	118,545.00	148,494.00	193,003.07	138,000.00	158,591.88	138,000.00	100%		
4 01-4312-3-385-4	Highway Road Striping	16,757.50	16,830.10	8,569.62	20,000.00	1,295.00	20,000.00	100%		
5 01-4312-3-385-5	Highway Tree/Brush Cutting	33,811.00	32,295.00	42,640.00	42,000.00	30,832.50	42,000.00	100%		
6 01-4312-3-385-6	Highway Crack Sealing	0.00	0.00	0.00	1.00	0.00	1.00	100%		
7 01-4312-3-385-7	Highway Cold Patch	5,813.00	4,643.75	4,991.45	4,800.00	4,815.90	4,800.00	100%		
8 01-4312-3-385-8	Highway Summer Gravel/Bankrun	23,031.74	25,991.97	41,802.80	1.00	764.30	1.00	100%		
9 01-4312-3-385-9	Highway Summer Misc Supplies	3,951.69	2,351.67	1,443.72	3,000.00	120.44	3,000.00	100%		
10 01-4312-3-386-3	Highway Winter Subcontractor	423,838.38	312,206.50	496,592.59	382,000.00	322,795.00	382,000.00	100%		
11 01-4312-3-386-4	Highway Winter Salt	153,532.79	139,806.82	163,525.56	170,000.00	163,748.52	180,000.00	106%		
12 01-4312-3-386-5	Highway Winter Sand	9,711.73	0.00	0.00	5,000.00	1,694.17	5,000.00	100%		
13 01-4312-3-386-6	Highway Winter Repairs	6,195.33	8,424.40	6,005.94	8,000.00	6,278.26	8,000.00	100%		
14 01-4312-3-387-2	Highway Bridge & Culvert	560.20	6,058.85	7,225.00	5,000.00	5,551.53	5,000.00	100%		
15 01-4312-3-387-4	Highway Guardrails, Gates, Etc.	1,338.00	250.47	0.00	1,000.00	0.00	1,000.00	100%		
16 01-4312-3-388-1	Highway Signs & Safety Equipment	3,827.55	988.32	4,616.18	3,500.00	1,533.78	3,500.00	100%		
17 01-4312-3-388-3	Highway Special Hwy Grant	0.00	0.00	76,615.00	0.00	6,419.25	0.00			
18 01-4312-3-390-0	Highway Catch Basin Maintenance	9,070.00	2,100.00	4,295.00	5,000.00	0.00	5,000.00	100%		
19 01-4312-3-390-2	Highway Storm Water Maintenance	21,258.75	27,408.50	14,749.02	15,000.00	0.00	15,000.00	100%		
Highways & Streets Total		912,502.54	853,542.39	1,182,595.98	940,802.00	-713,408.53	1,000,802.00	106%	0.00	0.00
Grand Total:		912,502.54	853,542.39	1,182,595.98 <i>1,106,280.98</i>	940,802.00	-713,408.53 <i>706,979.28</i>	1,000,802.00	106%	0.00	0.00

2019 PROPOSED SOLID WASTE TOWN OF AUBURN

	1 Expended 2015 As of December	2 Expended 2016 As of December	3 Expended 2017 As of December	4 Budgeted 2018 As of December	5 Expended YTD 2018 As of September	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
General Fund									
Solid Waste Disposal									
1 01-4324-3-390-1 Solid Waste Hazardous	4,651.50	7,557.66	10,267.07	8,500.00	602.50	10,400.00	122%		
Narrative for Column # 6									
Shred Day \$600; E-Waste Collection Day \$4,800; Household Hazardous Waste Day \$5,000.									
2 01-4324-5-390-0 Landfill Monitoring	9,000.00	4,300.00	9,100.00	10,000.00	10,200.00	12,000.00	120%		
Narrative for Column # 6									
Twice annual landfill monitoring wells, water sampling, testing and submission to NHDES, and ground water sampling, testing and data submission to NHDES.									
3 01-4324-5-390-1 Roadside Pickup Container	200.00	200.00	0.00	300.00	0.00	300.00	100%		
Solid Waste Disposal Total	13,851.50	12,057.66	19,367.07	18,800.00	10,802.50	22,700.00	121%	0.00	0.00
Grand Total:	13,851.50	12,057.66	19,367.07	18,800.00	10,802.50	22,700.00	121%	0.00	0.00

2019 PROPOSED HEALTH AGENCIES & HOSPITALS

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
Health Agencies & Hospitals										
1 01-4415-3-370-1	Visiting Nurse	2,500.00	2,500.00	2,500.00	2,500.00	1,000.00	2,500.00	100%		
2 01-4415-3-370-2	CASA	0.00	0.00	0.00	0.00	0.00	0.00			
3 01-4415-3-370-3	Red Cross	0.00	0.00	0.00	0.00	0.00	0.00			
4 01-4415-3-370-4	Child and Family Services	1,000.00	1,000.00	500.00	500.00	0.00	500.00	100%		
5 01-4415-3-370-5	Home Health & Hospice Care	0.00	500.00	1,000.00	1,000.00	0.00	1,000.00	100%		
6 01-4415-3-370-6	Lamprey Health Care	500.00	500.00	500.00	500.00	500.00	500.00	100%		
7 01-4415-3-370-7	Big Brother & Big Sister	0.00	0.00	0.00	0.00	0.00	0.00			
8 01-4415-3-390-1	Social Services-Meals on Wheels	1,114.00	1,114.00	1,300.00	1,375.00	1,375.00	1,375.00	100%		
Health Agencies & Hospitals Total		5,114.00	5,614.00	5,800.00	5,875.00	2,875.00	5,875.00	100%	0.00	0.00
Grand Total:		5,114.00	5,614.00	5,800.00	5,875.00	2,875.00	5,875.00	100%	0.00	0.00



July 3, 2018

Adele Frisella
Finance Director
Town of Auburn
P.O. Box 309
Auburn, NH 03032

Dear Ms. Frisella and Auburn Selectmen,

I am writing to ask your consideration of providing continued support to the Visiting Nurse Association of Manchester and Southern New Hampshire (VNA). As you are aware, the VNA continues to provide programs and services to residents of Auburn. Your contribution would greatly help the VNA in meeting our mission of providing care for those without insurance or the ability to pay for all or part of the care they so greatly need. It would enable us to assist Auburn residents of all ages facing the challenges of recovering from surgery, physical disabilities, short-term, chronic, and life-limiting illnesses. It would allow people to remain at home, where they want to be. Our programs include both home health, maternal child health and hospice visits.

The VNA of Manchester and Southern NH provided services to 82 Auburn residents totaling 999 visits during the past year. Listed below is a breakdown of those services:

- 11 maternal child health moms and babies
- 921 home health patients, many frail and elderly
- 67 hospice patients and their families providing care during their final months of life

The VNA is dependent on city and town funds, and the generosity of the community to continue to service those who are under insured and without insurance. We are requesting your continued support of \$2,500.00 as provided in the past.

Please feel free to contact Donna Frizzell, Director of Home Health Services, should you need any further service information, would like additional community health services, or to schedule a speaker for an event. You can reach her directly at (603) 663-4029. We look forward to another year of providing high-quality care to the residents of Auburn.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Rachel Chaddock'.

Rachel Chaddock, MSHSA, BSN, RN
Vice President of Home and Community Services

1070 Holt Avenue Suite 1400 Manchester, NH 03109 Toll Free: (800) 624-6084 Phone: (603) 622-3781 Fax: (603) 641-4074 www.manchestervna.org		VNA HOME HEALTH & HOSPICE SERVICES VNA PERSONAL SERVICES <i>An affiliate of Elliot Health System</i>
--------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---------------------------------------------------------------------------------------------------------------



August 31st, 2018

**Re: 2019 Request for Town Funding
Amount Requested: \$500**

William Herman
Town of Auburn
47 Chester Road
Auburn, NH 03032

Dear Mr. Herman,

On behalf of the children and families we serve, thank you for your continued support of Child and Family Services of NH (CFS). Thanks to your generosity, we have been able to continue to provide effective, affordable services to low-income children and their families in your community.

We are pleased to submit a request of \$500 which will enable us to continue to provide services to the children and families in your community.

Several funding sources require us to demonstrate local matching funds to qualify for their grants. Local funding helps us to attract a range of public and charitable funds that completes the total funding necessary to serve the community. We serve children and families through our offices in Exeter, Portsmouth, Dover, Concord and Manchester as well as in home, school, and community settings.

Towns and non-profits are both being asked to do more with less. With the changes in Medicaid eligibility, more families turned to CFS than ever before this past year because it is the one Agency that continues to provide a sliding fee scale so that the services they receive are affordable.

Your support plays a significant role in ensuring that our services remain affordable and accessible to all community members, regardless of income. Below are our service statistics for 2017. This report shows the unit cost for each service (unit = 1 hour) and how much in charitable revenue is needed to continue offering residents services such as these.



Last year we provided the following services in Auburn:

Service	# Individuals Served	Total Time (Hours)	Value of Service/Unit Cost (\$)	Total Value of Service \$
Family Counseling	2	8.5	145	\$1,233
Total				\$1,233

We are asking for your partnership again this year to help defray the cost of services so that your residents have access to the programs they need, at a cost that they are able to afford. Child and Family Services offers a range of programs and services from pre-birth through adolescence, adulthood, parenthood, and elder care. With the support of the Town of Auburn, we can continue to offer high quality and cost-effective services to residents and attract other revenue services. By investing in our programs, the community is saving thousands of dollars in its Human Services Budget.

We appreciate your consideration of our request and look forward to partnering with you in serving the needs of children and families in the coming year. Please feel free to contact me at waterse@cfsnh.org if you have any additional questions.

Sincerely,

Erin Waters
Development Coordinator

September 25, 2018

Adele Frisella
Finance Director
Town of Auburn
PO Box 9060
Auburn NH 03032

Dear Adele:

The Town of Auburn and Home Health & Hospice Care (HHHC) have worked closely to provide free or subsidized home health services to the residents of Auburn. We place great value in this collaborative relationship. Our mission is to care for patients in their homes or in the Community Hospice House whatever their financial circumstances. We depend on the generosity of cities and towns to help us do this critical work.

In FY 2018, we made 361 visits to residents of Auburn, which included 183 visits by RNs, 53 visits by Licensed Nursing Assistants, 119 Rehabilitation Therapy visits, 4 Social Work visits and 2 Physician visits. In addition 2 residents of Auburn dies at the Community Hospice House.

Today, Physicians and their patients recognize the great value, both in comfort and cost of being cared for in one's own home. We want to assure you that the Town's contribution will be used only after insurance and state and federal funding options have been exhausted.

We are respectfully requesting \$1,000 to be considered in your next budget.

We are deeply grateful for past support. Should you have any questions or need more information, I can be reached at tina.andrade@hhhc.or or 603 689-2936.

Sincerely,

Tina Andrade
Director of Development

LAMPREY HEALTH CARE

Where Excellence and Caring go Hand in Hand

Town of Auburn
Adele Frisella
PO Box 309
Auburn, NH 03032

August 1, 2018

Dear Ms. Frisella:

Lamprey Health Care thanks the Town of Auburn for its ongoing support. As you know, Lamprey Health Care is a nonprofit community health center with medical centers in Newmarket, Raymond and Nashua, New Hampshire. We are proud of our 47 year history of providing innovative, high quality health care to the communities in the Southern and Seacoast Areas of New Hampshire. **In 2017, Lamprey Health Care served 15,669 patients through over 66,200 office visits.**

Our mission is to provide the highest quality primary care and health related services with an emphasis on prevention and lifestyle management regardless of an individual's ability to pay. Focusing on the health of the patient as well as the community as a whole, Lamprey Health Care offers the following care and services to its patients:

- Primary care
- Prenatal and obstetrical care
- Pediatric care
- Reproductive health services
- Chronic disease management
- Nutrition counseling
- Health education and outreach
- Social services and case management
- Behavioral Health Services
- Substance abuse screening
- Free/reduced cost prescription drugs
- Interpretation services

Our Senior Transportation Program provides seniors and disabled individuals access to essential services, such as medical appointments with primary care physicians and specialists, grocery stores, local pharmacies and other necessary errands. These services are available to all area physician offices and non-Lamprey Health Care patients so that our vulnerable populations have access to medical care.

In 2017, our senior transportation program provided more than 5,389 rides to area seniors and disabled residents. Residents utilize our transportation program for shopping trips, medical appointments and monthly recreational outings.

Despite years of funding reductions to this program, Lamprey Health Care remains committed to its mission of serving the uninsured and medically underserved in the community and ensuring lack of transportation is not a barrier to care. With your support of \$500 for FY2019, we can continue to improve access and the health of our residents and communities as a whole by meeting the needs of our patients.

Attached is more detailed information about our agency and the transportation program. Please call Deb Bartley at (603) 292-7212 if you have further questions and we'd like to thank you for this opportunity to serve your community.

Sincerely,



Gregory White
Chief Executive Officer

01-4415-3-370-6

Administrative Offices, 207 South Main Street, Newmarket, NH 03857 • 603-659-2494 • Fax: 603-659-7572
Newmarket Center, 207 South Main Street, Newmarket, NH 03857 • 603-659-3106 • Fax: 603-659-8003
Raymond Center, 128 State Route 27, Raymond, NH 03077 • 603-895-3351 • Fax: 603-895-0773
Nashua Center, 22 Prospect Street, Nashua, NH 03060 • 603-883-1626 • Fax: 603-883-6633

2019 REQUEST FOR MUNICIPAL FUNDING TOWN OF AUBURN

AGENCY: LAMPREY HEALTH CARE

ADDRESS: 207 SOUTH MAIN STREET NEWMARKET, NH 03857

Lamprey Health Care is a Private, non-Profit 501(c)(3) organization. Federal Tax ID #: 23-7305106

POLICY MAKING BODY: Volunteer Board of Directors

CONTACT PERSON: Katelyn Souphakhot, Administrative Coordinator
ksouphakhot@lampreyhealth.org
(603) 292-7212

BOARD OFFICERS

Audrey Ashton-Savage (President), 31 New Road, Newmarket, NH 03857 Frank Goodspeed (Vice President), 120 Walnut Street, Nashua, NH 03060 Thomas C. Drew (Secretary), 2 Fogg Circle, Newmarket, NH 03857 Mark E. Howard, Esq. (Treasurer) 84 Madbury Road, Durham, NH 03824

MISSION: The mission of Lamprey Health Care is to provide high quality primary medical care and health related services, with an emphasis on prevention and lifestyle management, to all individuals regardless of ability to pay.

PROGRAM: *Senior Transportation Program* provides seniors 60 or older and adults with disabilities access to essential services, such as medical appointments, grocery stores, local pharmacies and other necessary errands. Our buses are handicap accessible and our drivers are trained Transportation Health Workers who receive Passenger Assistance Training. Access to essential services makes it possible for this population to remain self-sufficient and in their own homes. Our team consists of a Director of Transportation Services, 2 Transportation Health Workers, 20 volunteers, 2 handicap accessible buses, 1 accessible van and 1 car. Lamprey Senior Transportation Program provides seniors and adults with disabilities reliable transportation that offers door-to-door service, access to resources and a beneficial social network.

AMOUNT REQUESTED: \$500

FUNDING SOURCES: Lamprey Health Care funds for medical care come from many sources, including the U.S. Public Health Service Rural Health Initiative, and the NH Division of Public Health Services. Lamprey Senior Transportation receives funding from the Bureau of Elderly and Adult Services, New Hampshire Department of Transportation, 29 towns, and rider donations. A rider donation of \$5.00 is requested for the shopping trip and \$10.00 for the recreational outing. Over 80% of our riders contribute, no one is ever denied service for lack of a donation.

Lamprey Health Care is proactive about meeting community needs and is continually on the lookout for new grants and innovative funding opportunities.

In 2017, 21 Auburn residents made 88 visits to Lamprey Health Care, \$110.13 of free or reduced fee medical care was provided to patients from the town of Auburn.

Lamprey Health Care is pleased to continue to provide services to residents of Auburn.

Run: 9/28/18
11:46AM

2019 PROPOSED INTERGOVERNMENTAL WELFARE PAYMENTS

TOWN OF AUBURN

Page: 1
Adele
ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2015	2016	2017	2018	2018	Request	18/19	Approved	Approved
							2019		2019	2019
		As of December	As of December	As of December	As of December	As of September				
Intergovernmental Welfare Pmts										
1 01-4444-3-390-1	RCCAP	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	100%		
Grand Total:		4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	100%	0.00	0.00

Rockingham Nutrition & Meals on Wheels Program

106 North Road Brentwood, N.H. 03833

Tel (603) 679-2201 Fax (603) 679-2206

www.RockinghamMealsonWheels.org

August 8, 2018

Selectmen, Town of Auburn

Dear Selectmen,

Thank you for your consideration of this request and for your past support. We request partial matching funds from the Town of Auburn to help provide meals and safety services to qualified Auburn residents. This amount would be \$ 1375, which is the same level as now.

Because aging is a process we all experience, Americans of all ages do better when we take steps to ensure everyone has what they need to age successfully. Healthy food and simple supports from Meals on Wheels are one important support that ensures better aging for many.

Here at RNMOW, we provide nutritious meals and support services, including safety services, to residents of Rockingham County, who because of age or disability, permanent or temporary, need assistance to help them maintain their health, wellbeing, and independence in their homes and community.

We served: **18 Auburn residents**

3070 meals, and 2609 safety services

**Services all year
Operating Monday -Friday**

**with provisions for weekends for
clients who need it.**

- With Immediate Results: enabling them to meet their basic nutritional needs, and in most situations, to also maintain a safer and healthier life.

- While in the longer term, promoting their health, wellbeing, and independence, while also realizing tax payers' cost savings in the form of prevented or reduced hospitalizations, and prevented or reduced institutionalizations.



"This is a program that not only works well in easing isolation, hunger and suffering, it also saves taxpayers substantial sums of money." Keep MOW Going, Politico, June 18, 2013

This occurs by Meals on Wheels reducing, delaying, or preventing the need for nursing home care, which is a taxpayer cost of \$141,620 at the Rockingham County Nursing Home.

365 Days of Meals on Wheels/Safety Support =	10 Days of Nursing home Support=	1 Day of Medical Support
---------------------------------------------------------	---------------------------------------------	---------------------------------

Currently in the State of New Hampshire, 85% of Federal and State funds for long term care are spent on nursing home care as opposed to 15 % on home and community care support like meals on wheels.

01-4415-3-390-1

Town Support Makes a Difference:

- **Town support helps provide stability and support for a growing part of the population, soon to be 20% of those in our communities**

Responding to demographic shifts that are happening in NH is a challenge, and a game changer. but it is one that we, as a region can address.

Older people in New Hampshire are growing at a rapid pace. Those 65 years of age and older in New Hampshire are:

Estimated to increase	by 83,033 people	from 2010-2020	or by 46.4%
Estimated to increase	by 90,930 people	from 2020-2030	or by 34.7%

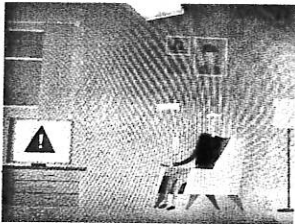
- **Town Support helps meet a part of the needed Meals on Wheels Match**

Although RNMOW does receive Federal funding, it is a contract that requires us to match their funds by raising 30% to 35% of the cost of **each meal** from local sources. We only ask the Town to contribute a partial portion towards the local match, while we make up most of the match through various means, including fundraising and client donations.



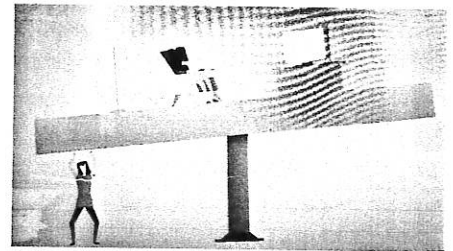
- **Means a critical support is there in your Town**

Throughout our lives we rely on systems that support us. Some come from our families, local communities, friends, government, nonprofits; systems that we put in place to ensure that everyone can contribute, for as long as possible, to the strength of our society. Meals on Wheels is one of these critical supports for older adults, adults with disabilities, and also for their families and communities.

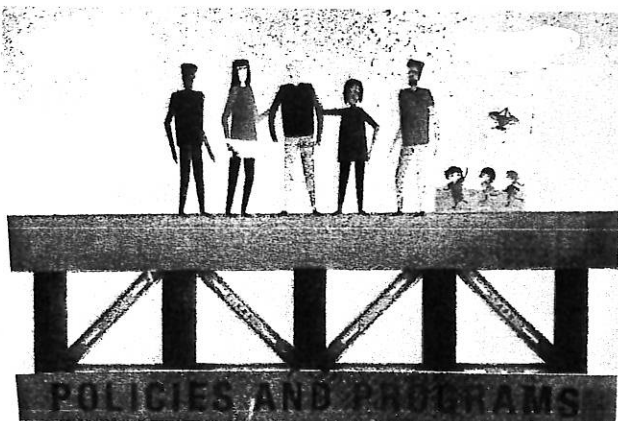


A functioning father and grandfather, Tom, lives alone, but then a serious health issue around diabetes arises, and he cannot manage as he did.

His daughter who has been a support for him, (she also works full time, and has a family, with children) tries to do more for him, but finds herself overwhelmed by his new needs, including his need for a special diabetic diet, and his safety during the day.



With Meals on Wheels, Tom is able to receive his diabetic diet, and recuperate. His daughter, and his family, including his grandchildren, continue to help out and see him, while his daughter also manages to work, and care for the rest of her family. Able to eat the right foods, plus medical and family support, Tom is able to manage his diabetes, and remains out of the hospital, and at home.



Additional Information from the Rockingham Nutrition and Meals on Wheels Program

Providing a lot of Service:

• Through a basic and low cost service, provision of food and support, at risk adults are able to remain at home, where they want to be, and where it is most financially viable for the community for them to be.

- Services: Providing 313,000 ready to eat specialized meals,
- Providing 170,000 safety services
- Providing 15,000 rides to enable elders to continue to get around and function in their community,
- Providing 40,000 assistance services to help clients and their families get the support they need to remain independent.

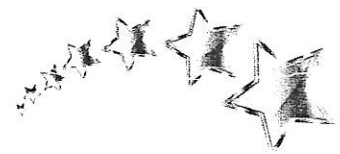


For Clients in your community:

- 51% of our clients are over 80 years of age
- 58% live alone, with 24% living with their elderly spouse
- 49% of our clients were in the hospital last year
- 30% were in rehabilitation facilities in the last year
- 42% of our clients had money concerns regarding food
- 81% list Meals on Wheels as their main meal of the day.
- 22% of our clients have been receiving meals for 3-11 months, 36% for 1-3 years, 17% for 4-6 years, and 10.7% for over 7 years, showing that people use this service over substantial periods of time.

Providing Important Results:

- **Only 1.3% of our clients had a change in living situation.**
- **98% of our clients reported feeling safer.**
- **90% of clients reported that meals on wheels helps them to remain in their own homes**
- **97% reported that meals on wheels benefits their health**
- **94% reported eating healthier**
- **92% reported eating less high fat foods**
- **87% reported eating less salt**
- **66% reported being able to follow a specific diet, low sodium, diabetic friendly, cardiac friendly, ground, and pureed meals are available,**
- **And the clients are satisfied**



With 92% reporting that the overall service is excellent to very good.

Meals on Wheels Services Support Your Town. We give a lot of value for your support.



- 1) Are a support for healthy eating, a basic need
- 2) Are a support for healthy eating, with a need for a specific diet
- 3) Are a support for safety in a community, meaning less demands on the town's police, fire, and ambulance services
- 4) Are a support, eyes and ears on an at risk population, with earlier detection and change of condition that helps families, friends, medical communities, better support them
- 5) Are a support, peace of mind, for family/friends who are working, and know that their loved one is receiving a nutritious meal and a safety check during the day.
- 6) Are a support, for taxpayers, and communities, for those residents who without meals services, would need to enter a nursing home, at a cost of over \$141,000 per year.

Meals on Wheels is a low cost effective daily service

that supports local residents

who because of age related issues, or disability, no longer eat right;

to eat right, and regularly,

with additional safety support,

enabling them to continue to remain in their home, in their community, where they wish to be.

RNMOW has been serving Auburn residents since 1978, providing a ready to eat nutritious meal and safety services for those in need, on an ongoing basis: daily services Monday - Friday all year to residents, who because of advanced age, chronic illness, disability, surgery, or more cannot manage to eat right on their own any more. We strive to do our best to keep our requests reasonable, to keep our costs under control, including an Administrative cost running at 9% for many years, and of course to provide a quality service in Auburn.

We appreciate what Town funding will allow us to do in the Auburn area - continuing meals. Thank you for your consideration of this request and for your past support.

Sincerely,

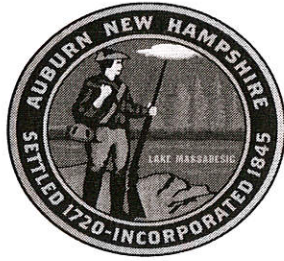
Debra Perou, Executive Director



Support for Independent Healthy Aging

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 28, 2018

Re: Follow-up on Parks & Recreation Workshop – Adjustments to Parks & Recreation Coordinator's Position

Based on the Board's September 26th Workshop meeting concerning the operations and structure of the operations of Parks & Recreation, there was general consensus among the three Selectmen and most of the participants in the meeting that a better level of accountability and adherence to the Town's Purchasing Policy standards would be the best means forward.

And there was further agreement that the Parks and Recreation Coordinator's position would be the best avenue forward with assigning responsibilities for implementing this general direction moving forward.

To fully implement this direction, the best course of action would be to modify and amend the job description for the Parks & Recreation Coordinator's position.

We can have a revised job description available for the Board's consideration by your October 8th meeting. Before drafting changes to the job description, I wanted to confirm with the Board the general areas of interest and function that we should be clearly identifying within the job description include:

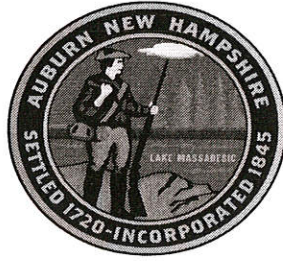
- Creation and preparation of annual budget for Parks & Recreation for review, input & approval by Parks & Recreation Commission, followed by presentation to the Board of Selectmen and Budget Committee.
- Implementation and management of the approved budget for Parks & Recreation, inclusive of adherence to the Town of Auburn Purchasing Policy. For this purpose, the Parks & Recreation Coordinator would be considered to be a department head for the approval of expenditures.
- Support and direct part-time Parks & Recreation employees including assigning of work responsibilities, tracking work responsibilities, managing annual performance evaluations in consultation with the Parks & Recreation Commission Chair, and approving of time sheets for payroll.

With the Board's concurrence or modifications of these items, we will formally prepare an updated job description for the Board's consideration by your next meeting.

Thank you for your consideration.

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 28, 2018

Re: Update on Potential Lighting Conversion at Safety Complex

Since the Board's September 24th meeting, Ray Pelton has been able to clarify the confusion over the count of light fixtures in the public areas of the Safety Complex.

In the central lobby / hall area there are 12 2x2 fixtures, of which eight are currently not working. In the Community Room, there are eight 2x4 fixtures of which three need to be replaced.

It seems appropriate that if some fixtures in a designated area are replaced, all of them should be replaced for consistent lighting. The cost estimate provided by Glenn Shaw for the repair costs of the lobby / hall lights is \$1,360, while to convert these to LED fixtures would be \$2,640. For the Community Room, the repair costs of existing lights is \$510, while the cost to convert the fixtures is \$2,800.

We have advised Eversource we would not be moving forward with the full conversion effort as first outlined, but we were interested in this smaller potential. We have provided the necessary information to Eversource and requested a revision of their lighting incentive proposal for how much they might contribute to this potential scaled down effort. As soon as we receive their updated information, we can provide the full package to the Board for your consideration.

Thank you for your consideration.

Attachments

**Town of Auburn
Board of Selectmen
September 24, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Paula Marzloff, Dale Phillips, Mickey Rolfe, Mike DiPietro, Carrie Rouleau-Cote, Building Inspector, Kathy Sylvia, Town Clerk, Jarlene Cornett, Animal Control Officer, Tom Lacroix, Dennis Vieira, Lieutenant Ray Pelton, Ted Gatsas, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Headd called the meeting to order at 6:59 pm and led with the Pledge of Allegiance.

Approval of Payroll for the Week of September 17, 2018 - \$50,521.88

Mr. Eaton motioned to approve the Payroll for the Week of September 17, 2018 in the amount of \$50,521.88. Mr. Leclair seconded the motion, with all in favor the motion passed unanimously.

Approval of Accounts Payable for the Week of September 24, 2018 - \$187,518.30

Mr. Eaton motioned to approve the Accounts Payable for the Week of July 30, 2018 in the amount of \$1,160,214.94. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 24, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 24, 2018 some of which included: one (1) Tax Collector Warrant/Land Use Change Tax; three (3) Abatement-Refund Requests; one (1) Police License; one (1) application for current use; two (2) void check manifests; and six (6) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of September 24, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Ted Gatsas

Mr. Gatsas stated he stopped in to see how things were going and to let the Town know he was running for Executive Council and would be available to be reached by cell phone if anything came up, as he wants to represent Auburn's interests in Concord. Mr. Headd thanked him for coming in.

FY 2019 Budget Presentations

Building Inspector – Carrie Rouleau-Cote - \$12,300

Mr. Leclair asked about the unused line item for conferences. Mrs. Rouleau Cote advised she will be attending the annual International Code Council (ICC) Conference in Virginia shortly, as well as the other Building Inspector monthly meetings but had not attended last year.

Mrs. Rouleau-Cote advised the line item for legal may receive some reimbursements on a case by case basis.

Mr. Leclair motioned to approve the 2019 proposed Building Inspector's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mrs. Rouleau-Cote advised the Building Department had issued 28 new home permits down from 35 last year, with 35 typical. Last year 507 building permits were issued for electric, plumbing, sheds, pools and decks, with 557 having been issued this year. Went up a little on permit fees but still a bargain compared to other towns. She noted the Town has seen a lot of online permitting which is beneficial, easier to pull up and no running to get files and refile them after.

Mr. Leclair asked about new developments. Mrs. Rouleau-Cote explained there have been no new subdivisions since the cluster language went away.

Election, Registration & Vital Statistics – Kathleen Sylvia - \$14,000

Mrs. Sylvia advised costs are down for 2019 largely due to there being one election instead of three in 2018. She noted the records preservation are for Board minutes that have to be bound, law hasn't changed to support electronic/digital.

Mr. Leclair asked about dues and conferences. Mrs. Sylvia advised there was no deputy last year, but the current deputy may want to attend. She also noted the Finance Director indicated the mileage costs to conference should be budgeted in the conference account where it hasn't been in the past. Mr. Leclair asked about mileage to conferences. Mrs. Sylvia explained they were moved to the conference line item. Mr. Leclair advised he will expect to see the cost removed from the mileage line to offset that.

Mr. Leclair motioned to approve the 2019 proposed Election, Registration and Vital Statistics budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair asked Mr. Herman if the Board would be receiving a rolling tally report on budget totals following each meeting, and he indicated he would prepare one.

Animal Control Officer – Jarlene Cornett - \$2,440

Mr. Cornett presented that the budget is the same as last year.

Mr. Leclair motioned to approve the 2019 proposed Animal Control Officer's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Executive Department – Bill Herman - \$10,025

Mr. Herman advised some expenses included the mailing of two publications including the warrant articles and budget in advance of the Deliberative Session of Town Meeting and the full voter guide prior to March voting. The local vendor who had done the printing for years is no longer in business and the increase represents a new vendor and a slight increase for postage.

Mr. Leclair motioned to approve the 2019 proposed Executive Department's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Regional Associations – Bill Herman - \$9,313

Mr. Herman advised there is a 1.7% rate adjustment with SNHPC dues this year, and a 2% rate increase for dues with the NH Municipal Association (NHMA). Mr. Leclair asked if this item was something they used often and Mr. Eaton asked how many other towns subscribe. Mr. Herman advised the main efforts of the NHMA are in the areas of training for all levels of local government; general legal advice and counsel, and legislative monitoring and advocacy on behalf of municipal interests in the NH Legislature. He also noted the annual law lecture series used by the Land Use Boards and Planning are sponsored by NHMA. Mr. Herman advised 232 of 234 towns are currently members of NHMA. Mr. Herman also noted the Town's share of the Robert Frost Scenic By-Way contribution of \$200 is included in the SNHPC line item as the SNHPC manages the byways activities.

Mr. Leclair motioned to approve the 2019 proposed Regional Association's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Street Lights – Bill Herman - \$18,000

Mr. Herman advised there are 47 street lights. \$9,300 has been paid through August, and he understood there is a 19% rate increase forecasted with Eversource.

Mr. Leclair motioned to approve the 2019 proposed Street Light's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other Public Safety – Town Details – Bill Herman - \$1,000

Mr. Herman advised there are more details than normal years potentially with the school construction ongoing during the elections.

Mr. Leclair motioned to approve the 2019 proposed Public Safety-Town Detail's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Debt Service – Bill Herman - \$3.00

The three lines for Long Term Bond Principle, Long Term Bond Interest and Tax Anticipation Interest, Mr. Herman stated, each show \$1.00 as a place-holder.

Mr. Leclair motioned to approve the 2019 proposed Debt Service's budget. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Bond Release – Tanglewood Drive

Mr. Herman presented a copy of a letter dated September 20, 2018 from Denise Royce, Land Use Administrator advising the Planning Board voted on September 19, 2018 to recommend the Board of Selectmen release the two-year maintenance surety provided to the Town in December 2015 in the amount of \$13,164.48 for Tanglewood Drive/Tanglewood Estates to the homeowner, Mr. Tamzarian, together with a copy of those meeting minutes, and a recommendation letter of Mr. Tatem of Stantec dated September 12, 2018.

Mr. Leclair motioned to approve the release of the \$13,164.48 maintenance surety for Tanglewood Drive Station 0+00 to 17+80 (end). Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Acceptance of Escrow Agreements – H.Q. Properties Realty, LLC

Mr. Herman presented the Board with copies of two signed Escrow Agreements of HQ Properties Realty Trust dated September 20, 2018 in the amounts of \$6,820 and \$2,125 for the property at King Street, Map 25, Lot 47.

Mr. Herman advised the first escrow of \$6,820 is a reclamation surety and the second of \$2,125 is a construction monitoring escrow. Estimates provided by Dan Tatem of Stantec dated September 7, 2018 accompanied those agreements. Mr. Herman advised these are cash sureties rather than bank notes with figures set by the Planning Board following Site Plan approval.

Mr. Eaton advised he knew Matthew Scott and had spoken to him recently and urged him to get these in.

Mr. Leclair motioned to accept the escrow agreements for HQ Properties Realty Trust dated September 20, 2018 in the amounts of \$6,820 and \$2,125 for Map 25, Lot 47 King Street. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Public Health Threat Declaration

Mr. Herman provided a copy of the Press Release issued on September 13, 2018 by the NH Department of Health and Human Services (HHS) which announced a public health threat declaration for West Nile Virus and Eastern Equine Encephalitis (EEE) for 30 municipalities which included Auburn and surrounding Towns. Both are transmitted by mosquitos. HHS are recommending residents take precautions with appropriate clothing and repellent containing DEET. Symptoms can include flu-like illness, fever, muscle aches, headache and fatigue and may develop into more serious issues.

Mr. Herman advised the Board that it was found in Manchester area which included Auburn and this Declaration would serve to speed up the approval process for spraying if requests of any kind are made.

Robie Burial Grounds

Mr. Herman advised the Wethersfield Homeowners Association had brought forward a request to the Cemetery Trustees to potentially provide the maintenance for an old abandoned family cemetery located at Winters Way.

Mr. Herman advised the first step would be to attempt to locate any descendants who may have an interest in maintaining the cemetery. Mr. Herman provided some historical research notes which indicated the Robie Family Burial Ground in the wooded area off Hemlock Spring Road (now Winters Way) appeared to be the burial site for at least six members of the Robie family: Emeline d Dec 18, 1860; Mary d May 28, 1843, Nancy (Roby) d June 20, 1864, Lucinda Sheldon (Roby) wife of Jacob d June 13, 1858, Mary J. d Jan 28, 1849 and Sidney B. Welch d July 9, 1858.

Mr. Herman provided a copy of the RSA 289:19-21:21 which deals with abandoned burial grounds and advised the process would require them to post for a minimum of 60 days, at which time if no one comes forward, it could be declared abandoned so the Trustees could take over the minimal maintenance required for the site.

The headstones had been removed and relocated decades ago to the Longmeadow Cemetery when the site became a party area for kids from outside Auburn. But they were put back approximately two years ago. Mr. Leclair stated they were tucked back in the woods. Mr. Eaton suggested the Trustees might want to build a walkway. Mr. Herman advised this area was appropriately shown in the Wethersfield subdivision plan with a right-of-way to it laid out.

Appointment of Assistant Clerk of the Elections

Mr. Herman advised the Town Clerk requested the appointment of an Assistant Clerk for the elections. There are no extra duties and it is for the elections only with a term to expire in March 2020.

Mr. Leclair moved to appoint Lauren Elise Fanning of Auburn as Assistant Clerk of the Elections of the Town of Auburn with a term to expire in March 2020. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Appointment of Forest Fire Warden

Mr. Herman presented an appointment form for Chief Williams together with a copy of RSA 227-L:7,9 and 11 which outlines the appointment, term of office and duties for the Forest Fire Warden who is recommended by the Board of Selectmen and appointed by the Director of the NH Division of Forest and Lands. Mr. Herman advised this role is typically held by the Fire

Chief. The term is for three (3) years and does not overlap with the appointment term of the Fire Chief so that in the event of vacancy it would need to naturally be readjusted.

Mr. Herman advised Chief Williams stated he does not intend to make any changes to those other members who currently serve as Deputy Forest Fire Wardens: Patrick Glennon, Kevin McArthur, Alex Phillips, Joseph Rossino, James Saulnier, and Kevin Vail with Melissa Gates an issuing agent for burn permits during business hours.

Mr. Leclair moved to recommend the Director of the NH Division of Forests and Lands appoint Michael O. Williams as Forest Fire Warden for the Town of Auburn. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

2017 Independent Audit Report – Tabled

Mr. Herman advised they had received a good, clean audit from Vachon Clukay dated September 17, 2018. Mr. Herman advised since it just came in and there is a lot to review, he thought the Board should take some time to read it through and the auditors could be scheduled to come in and meet with the Board at a future meeting. Mr. Herman advised the undesignated fund balance was \$1.8 million.

Proposed Revision Auburn Fire Department SOP A#004 and New SOP A#013 – Tabled

Mr. Herman presented the Board with two drafts of the Fire Dept. SOPs received today. The first is a revised SOP concerning the Call Firefighters. The second SOP is new and concerns Hiring. The Board agreed to review the drafts and discuss them with Chief Williams when he meets with the Board in October.

Proposed Meeting Schedule for October through December

Mr. Headd read out loud the list of upcoming meetings:

- October 1st, 15th, 22nd
- November 5, 19th
- December 3rd and 17th

Old Business

Potential Lighting Conversion at Safety Complex

Mr. Herman had earlier advised the Safety Complex sustained damage to the lighting fixtures from a lightning strike and is considering a change to LED units to save on electric costs.

He provided the Board with a cost analysis from Eversource and an outline of the various light fixtures identified from Lil Deeb dated September 21, 2018. The total cost to replace lobby, meeting room and bathrooms (22 units) including labor is \$5,480. The total cost for the APD building would be \$11,000, total \$16,480. Eversource offered \$2,280 in incentives for all of the work.

Mr. Herman advised this was not budgeted. Mr. Eaton asked if this was something that could be put out to bid. Mr. Leclair asked about the usage cost per fixture replaced if they were to consider replacing the units damaged first. Mr. Leclair estimated that it would take 8-10 years to get a payback.

Lt. Pelton advised there were only three fixtures in the Safety Complex meeting room which the Board did not feel was a correct and asked for confirmation. Lt. Pelton advised it was pretty dark, and this should be taken care of. Mr. Leclair advised they are meeting next week. Mr. Herman will reach out to Eversource to recalculate the incentive based only on the main lobby and community meeting room. Mr. Leclair advised Lt. Pelton to hang onto the ballasts, so they could be reused if needed in another area.

Other Business

Workshop Meeting for Parks & Recreation Operations – Wednesday, September 26, 2018 at 4:00 PM

Mr. Herman presented a copy of the proposed Agenda provided for the meeting together with an outline which contained a list provided by Mike Dobmeier and Marge McEvoy of ongoing work, Larger projects list and work efforts outside Parks & Rec submitted by Mike Dobmeier, and Basic Duties submitted by Pat Kelly.

Highway Safety Meeting – Mike DiPietro

Mr. DiPietro reported at the last Highway Safety Meeting residents of Juniper Drive brought forth safety concerns about the bus route. Mr. DiPietro stated he only sees the situation worsening when snow falls, and it gets dark early. Mr. Eaton advised a letter from the Town was written and received with good results the last time a bus stop issue was addressed, and would recommend doing so again. It was noted the Town does not have jurisdiction over the bus company. Mr. Leclair indicated he would contact School Board Chair Alan Villeneuve to advise him of the item.

Mr. DiPietro advised the parking concerns on Rockingham Road was also discussed at the last Highway Safety Meeting and the Police Department advised they have not received any complaints.

Mr. DiPietro also advised they received a letter from the Southern NH Planning Commission asking to identify areas of high traffic or safety concerns. The Highway Safety Committee identified the Rail Trail Crossing at Manchester Road as one where there have been some close calls, and recommended NHDOT be asked to review this area for a potential crosswalk.

Minutes

- September 10, 2018 Public Meeting
- September 10, 2018 Non-Public Session
- September 13, 2018 Workshop Meeting

Mr. Leclair motioned to approve the September 10, 2018 Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the September 10, 2018 Non-Public Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to approve the September 13, 2018 Workshop Meeting Minutes, as written. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Headd motioned to adjourn the meeting at 7:54 pm. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
Workshop Meeting
September 26, 2018**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Parks & Recreation Commission Members David Nye, Margie McEvoy, Lisa Canavan, Zach Eaton, and Pat Kelly; Parks & Recreation Coordinator Amy Lachance, Maintenance Director Mike Dobmeier, Alex and Ruth Eisman and Town Administrator William Herman.

Mr. Headd called the meeting to order at 4:00 p.m.

Parks and Recreation Commission – Operations and Structure

Mr. Headd opened the meeting noting the Board had received the list of duties, responsibilities and job functions as requested from the last meeting held on September 13th. He felt it was very helpful information. Mr. Leclair also felt it was very helpful as it appeared to identify a full list of daily activities, as well as those performed once or twice a year. He felt it was all good information to know, particularly with some of the work being for Parks & Recreation, while some work is for other departments within the Town.

Mr. Leclair asked if an outside concern performed safety inspections on the playgrounds, and Mike Dobmeier noted they have had an inspector from Primex on several occasions, but with their help had developed a safety checklist for the Auburn employees to follow.

Mr. Leclair indicated he read through the list of duties and job functions performed by the individuals, in addition to the suggested responsibilities for the Parks & Recreation Commissioners that Pat Kelly has provided and the general statutory responsibility provided to Parks & Recreation. He indicated it looked to him that it all points to a need to more clearly define an organizational structure of administration to provide full accountability and transparency for all of the multi-faceted work that is currently performed.

A specific area of concern noted is to ensure the Town's purchasing policy is adhered to in the Commission's activities. It appeared that a lot of purchases has been done by or through the Commission Chair in the past due to a lack of a staff position. He felt this has led to at least the appearance that the individual is budgeting the job, awarding the job and doing the job. Mr. Dobmeier indicated they have generally gotten quotes for anything in excess of \$2,000. David Nye questioned who is going to go out and get the bids and pricing for projects if he didn't do it. He didn't feel it would be an area of expertise for the Parks & Recreation Coordinator.

Mr. Leclair indicated his idea was not to eliminate anyone from being part of the process, but rather to put a central focus for coordination and accountability. In general terms, he indicated he was suggesting the Parks & Recreation Coordinator be directly responsible for:

- Creation of the parks & recreation budget
- Approve the work projects based on the approved budget.
- Support and direct the part-time employees serving parks & recreation.
- Ensure the Town's Purchasing Policy is being followed, and
- Approve invoices for payment.

Mr. Headd indicated he agreed in general with the outline of responsibilities for the Parks & Recreation Coordinator's position, but he also felt the Commission needed someone like Mr. Nye to handle projects. Mr. Leclair suggested this outline doesn't prohibit that, but it provides a separation from the appearance Mr. Nye or anyone else was assigning themselves work.

Mr. Nye noted he met with a vendor within the past two weeks to review the ice skating rinks and how to repair them so they will retain water. He said he put in for an hour of time for \$25 as he shot grades and performed some work with the individual. He indicated the payment was not made as it was thought to be part of his role as a Commissioner. He feels he has donated a lot of time and service in the past without charge, but that this was a justified area to be paid.

Mr. Eaton indicated Parks & Recreation needs someone like Mr. Nye and he felt he needs to be paid when he performs work for the Town. He felt things were getting out of control and that Auburn was still a small town. He suggested it needs to be like a family, likening the Parks & Recreation efforts to the contractors who perform the Town's road work. He agreed there needs to be better coordination, and he felt parks & recreation was getting to the point of needing a vehicle and a place to store their equipment and materials.

Mr. Nye expressed concern for not involving Parks & Recreation in the awarding of the Town's mowing contract where they have a large portion of the property serviced by this vendor. He indicated they were not pleased with the work performance, and the Town had just opted for the low bid for cost.

Mr. Eaton expressed his belief that if we can do work necessary with someone locally, then we should do that and not award work to someone from elsewhere. Mr. Leclair noted the Town's Purchasing Policy addresses that, indicating that were all things equal, preference is given to local vendors.

Mr. Nye felt the Town can save money by working the way they are now. He felt if the Town put more work out to bid, the vendors are going to build a buffer factor in to their bids, which will ultimately cost the Town more money in the end.

Mr. Leclair said it is clear we are not following the Town's Purchasing Policy and we need to take steps to ensure we do. He felt it provided an opportunity to take care of accountability. Whether work should be done by town employees or contractors is a different issue altogether.

Mr. Eaton felt the Board needed to determine whether Mr. Nye is the "go to" guy for Parks & Recreation or not. Mr. Nye stated he would prefer not to be the one to do the work, and would prefer to let the Town find someone else to do the work. He said he was taking time away from making money working while he was doing spec and other work for Parks & Recreation.

Mr. Leclair said that is not where any of this discussion was heading, while Lisa Canavan agreed and indicated what is being discussed is to have the Parks & Recreation Coordinator take more of an administrative role in the operation to provide a better level of accounting and accountability.

Mr. Headd agreed, indicating he saw the suggestion as providing a clear chain of command, in addition to making certain the Town's purchasing policy is being followed.

Mr. Dobmeier indicated he subscribed to the "if it ain't broke, don't fix it" philosophy, and he didn't think anything was broken.

Discussion returned to whether members of the Commission should be paid for work they may perform. Mr. Leclair asked how they could define when a volunteer member is performing paid work versus volunteer Commission service. He felt it would be hard to treat the chair of the board differently than other board members, observing that Pat Kelly and Zach Eaton both perform similar efforts in contacting vendors and securing quotes for work for various things. But they do so as a volunteer member of the Parks & Recreation Commission. Mr. Leclair felt it would be difficult to set an hourly rate of pay, but if this sort of effort is a concern, perhaps offering a stipend of some sort to Commission members would be something to consider.

Mr. Dobmeier indicated concern was raised last year about \$5,800 included in the Parks & Recreation budget for cutting brush at Circle of Fun. He noted the amount was questioned, but a tree service would charge \$1,800 per day. Ultimately, the work was accomplished for less than budgeted. Mr. Leclair said he was one of the Budget Committee members who questioned the budget item last year because there was no real back-up to the request. He felt there should nearly always be at least a second quote for most projects like that to demonstrate due diligence was done to get the best price.

Ruth Eisman noted she worked for the City of Manchester and when they put work out to bid, it is for anything over \$5,000 and the proposals are reviewed by two committees – one for technical review to make certain the proposal covered the work proposed, while the second committee focused on pricing. She felt the system worked well, as the low bid is not always the best bid for work desired.

Mr. Headd indicated he felt all Town boards and departments needed to work within the Town's Purchasing Policy and that we are all obligated to make it work.

Mr. Leclair felt it made sense to leave the Commission as it is now with seven members appointed by the Board of Selectmen. He felt the Parks & Recreation Coordinator should be tasked for budgeting, purchasing, assigning and tracking of work projects, and managing the part-time parks & recreation employees to provide a greater level of accountability. He felt the Town should try that and see how it works moving forward. All three Selectmen were in agreement with this recommendation.

Mr. Nye indicated there were two outstanding projects for this year that he would not be doing, and the Town should look to put the work out to bid. One was building wall ball boards at Wayne Eddows Field and Circle of Fun, and to do some repairs to at least one of the ice skating rinks. He indicated he was hoping to do work on one of the ice skating rinks this year due to a bottom line balance in the budget, and then plan for the second one in 2019. However, currently, they have both in the 2019 budget proposals.

Mr. Kelly felt this would be a good approach to provide accountability and to be sure the Town is getting the best bang for its buck. He felt this type of structure would address current concerns and would provide information moving forward that could tamp down the misimpression some folks have concerning parks & recreation. He agreed it would be best to follow the rules the Town has, and to have an above board, open process that can be easily defended to the public.

Several individuals expressed that addressing the structure and process in this manner is not an attack on anyone, it is simply to ensure the continued function of the organization and that existing policy is being followed.

The Board members asked for the designation of the Parks & Recreation Coordinator's position be placed on the agenda of the next Board meeting.

Mr. Eaton again suggested Parks & Recreation is getting a little bigger than what should be expected of volunteer board members. He felt that part was a little more than what should be expected of volunteers. Mr. Leclair offered how does the Town fairly define volunteer time and effort and what should be paid for versus what shouldn't be paid for. He felt the question was where they drew the line as it was hard to say one person's time was worth more than another person's time. He noted there were three employees performing work for parks & recreation (Amy Lachance, Marge McEvoy and Mike Dobmeier) and perhaps they should look there for some of this effort or perhaps there should be some sort of stipend for the Commission members.

Mr. Leclair asked about the overall maintenance efforts. He indicated from reading the list of activities and responsibilities, it appeared to him Mr. Dobmeier and Ms. McEvoy were Town of Auburn employees who mainly perform most of their work for parks & recreation, but they also did work for Town Hall, the Safety Complex and the Library at a minimum. Mr. Herman indicated some of the work requests outside of parks &

recreation come through him and some come through the Finance Director. Mr. Dobmeier indicated there hadn't been any real conflicts with work requests and schedules.

Mr. Leclair asked if an inventory of the tools and equipment purchased during the past year has been prepared including an indication of where the item is stored. Mrs. Lachance and Mr. Nye both indicated they do have an inventory. This lead to an overall discussion of whether these items should be exclusively listed in the Parks & Recreation budget or would it be more accurate and appropriate to include them in a general Town property and facilities maintenance budget account. As the discussion ensued, the Selectmen reached consensus that they would like to have line items for maintenance tools and equipment moved to the general Town budget to more accurately reflect their need and use. Mr. Herman indicated he was certain it could be accommodated within the General Government Buildings budget within the Selectmen's budget accounts.

Mr. Eaton noted the remaining items the Board will need to address is a truck and a building for Parks and Recreation. Mr. Leclair indicated they are included in the Parks & Recreation budget, so the Board will be discussing these items soon. Mr. Nye indicated he has received a proposal for a brand new Morton building that he assumes would be placed on the Eddows Recreational Fields property for a cost of \$120,000.

Before adjourning, Mrs. Lachance reported planning for next year's Old Home Day event would be starting later this evening. Before moving too far in this direction, she asked the Selectmen where the money goes that is raised by the Old Home Day event. Mr. Leclair asked how the money she was inquiring about would be generated, and she reported there was a booth fee of \$25 to \$50 for vendors, while last year the food vendors provided a percentage of their gross receipts. All of the Selectmen indicated those type of revenues generated from an event that is funded through the Town budget should come back to the Town to off-set the cost of the event. However, that did not include any revenues vendors who put in a booth generate as the result of their booth being at the event.

Adjourn

Mr. Headd adjourned the meeting at 5:33 PM.