

**Town of Auburn
Board of Selectmen
December 3, 2018
Town Hall**

6:30 p.m.

- () **Non-Public Session – RSA 91-A: 3, II (e)**
Consideration of negotiation of pending claim or litigation

7:00 p.m.

- () **Call to Order – Pledge of Allegiance**
Approval of Payroll for the Week of November 26, 2018 -- \$46,296.08
Approval of Accounts Payable for Week of December 3, 2018 –
Approval of Longevity Payroll for FY 2018 -- \$9,850.00
Approval of Consent Agenda – Week of December 3, 2018

- () **Appointments with the Board**

Loren Martin – Assessing Agreement 2019 - 2023

Corey Joy, 40 McQueston Drive – Request for Street Light

- () **FY 2019 Budget Presentations**
- Police Department – Computer Services
 - Parks and Recreation – Amy Lachance & P&R Commission
 - Recreation Improvements – Amy Lachance & P&R Commission
 - Insurance – Bill Herman
 - Personnel Administration – Bill Herman

- () **New Business**
Application – Parks and Recreation Commission
Scheduling of 2019 Deliberative Session of Town Meeting
2019 Lawn Mowing Request for Proposal

- () **Old Business**
Town Hall Porch and Painting Project

- () **Other Business**
Workshop Meeting – Thursday, December 13th, 2018 – 9:00 AM
Next Meeting – Monday, December 17th, 2018 – 7:00 PM

- () **Minutes**
- November 19, 2018 Public Meeting
 - November 19, 2018 BOS & Police Commission 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.”



**State of New Hampshire
Department of Revenue Administration**

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



Lindsey M. Stepp
Commissioner

Carolynn J. Lear
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

Thomas P. Hughes
Assistant Director

October 15, 2018

Town of Auburn
ATTN: Board of Selectmen
PO Box 309
Auburn, NH 03032

Re: Contract for 2019-2023 Assessing Services & Data Verification

Dear Assessing Officials,

Pursuant to RSA 21-J:11, a contract has been submitted to us for our review and recommendations.

The contract has been reviewed, and we are making the following recommendation:

1. Consider adding intermediate dates of delivery for certain products if they are needed prior to December 31, 2019. For example, you may need the new assessments for pick-ups in time to complete the MS-1 on a timely basis.

The DRA recommends that all municipalities use the Department of Revenue's sample contracts for Assessment activities as they adequately describe and define, in sufficient detail, the entire valuation process. Samples of various contracts can be found on our website.

Once the contract has been signed, please forward a copy to our office. Please keep in mind the Department does not warrant your contracts against any errors or omissions.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Linda C. Kennedy, Manager
Municipal and Property Division

cc: Avitar
file

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: October 5, 2018

Re: Multi-Year Assessing Agreement

The Town has received notice from Avitar Associates of New England, Inc., our current multi-year assessing agreement is valid through the end of December 2018 and that it is time to consider renewing the agreement to maintain assessing services beginning January 2019.

Attached is a proposed five year assessing agreement similar to the one that will end this year, with a cover letter outlining the proposal.

As the Board will see, there are a couple of options the Board could consider that are outlined in the proposal including:

- Only doing a one year agreement for the annual assessing work required.
- Entering into a five-year agreement for all assessing, cycled inspections, full update in the fifth year not including utilities, or
- Entering into a five-year agreement for all assessing, cycled inspections, full update in the fifth year including utilities.

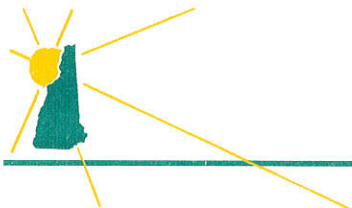
In very simple terms, the value of the full proposed agreement totals \$216,720 over the five year period, while our current agreement had a five year value of \$190,600.

Auburn has been a client of Avitar for more than 20 years, and has historically been pleased with the level and professionalism of their work over that time. There are perhaps less than a dozen firms certified by the NH Department of Revenue Administration who are able to perform municipal assessing work in New Hampshire, so the field is limited as to other potential options.

The Board may want to meet with Avitar representatives to discuss the proposal, which we would be happy to arrange in the near future.

It would be our recommendation the Board consider entering into the proposed five year Assessor's Agreement for the period of January 1, 2019 through December 31, 2023 which includes the assessing of the values of utilities in Auburn.

Thank you for your consideration.



Avitar Associates of New England, Inc.

A Municipal Services Company

October 3, 2018

**Town of Auburn
Bill Herman
Board of Selectmen
P.O. Box 309
47 Chester Road
Auburn, NH 03032**

Re: Multi-Year Assessing Agreement

Dear Bill & Board Members;

Enclosed is a five year assessing agreement as your current agreement is due to expire on 12/31/2018. There are a few differences if you were to compare this contract to your previous five year agreement and I wanted to point those out for you.

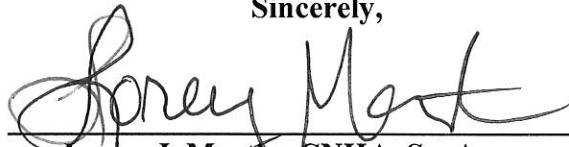
The first notable change would be that we are no longer separating out the data verification (now called cyclical inspections) from your contract assessing. These are all classified under one inclusive pricing that covers all aspects of the assessing work that needs to be completed. The second change is attributed to the number of parcels we plan on visiting as part of cycled inspections. As it grows more difficult annually with taxpayers concerned with frequent visits coupled with the fact that the data has been largely accurate, we see no need to visit the number of properties we have been to in the past. Much like the DRA, we will look at a sampling of your data annually (about 10%), along with new construction, sales verification and abatement inspections to ensure the data is accurate. If time goes by and we find there are inaccuracies in the data that are leading to significant value impacts, we would be the first to come to the Board with a plan to rectify. Another change lies with the update planned for 2023. In the past, we simply included utility valuations. Now we give you the opportunity to have us include the utility valuations or to opt out allowing you to engage the services of another.

This proposal has increased over your prior five year agreement and largely that is attributed to work estimated into the future years and accounting for normal increases in similar services, i.e. gas, staff, overhead, etc. In reviewing the time that has been associated with the towns assessing work and what was previously estimated to be needed, we realize the town requires more services than previously estimated. This contract ensures an Assessor will be available on a monthly basis for a scheduled contract day to ensure all day to day needs are being met. Largely, we have acted on call in the past and it is clear based on the historical need that this is no longer sufficient to meet the growing needs of the community. While we will be visiting fewer parcels

for the cycled inspection process, we will be doing that work annually throughout the entire term of the contract, as well as increasing general assessing services, such as data processing and monthly visits for the town.

I hope this proposal meets all of your needs and exceeds your expectations, however, if you have questions or concerns, I would be happy to discuss them with you. If you have no concerns simply sign and return. I will sign and return the original to you with a copy forwarded to the DRA.

Sincerely,



Loren J. Martin, CNHA, Sr. Assessor
President, Assessing Operations

LJM/sjc
Enclosure



Avitar Associates of New England, Inc.

Municipal Services Company

**AUBURN, NH
5 YEAR
ASSESSOR'S PROPOSAL
1/1/2019 THROUGH 12/31/2023
DRA CERTIFICATION 2023**

This agreement is made by Avitar Associates of N.E. Inc., located at 150 Suncook Valley Highway, Chichester NH, 03258, herein called "The Company", for the Town of Auburn, NH, herein called "The Town".

Avitar shall act as the responsible assessing agent under this agreement for the Municipal Assessing Officials of the Town of Auburn, P.O. Box 309, Auburn, NH 03032, email townadmin@townofauburnnh.com, phone number 483-5052 & fax number 483-0518.

ASSESSING AGREEMENT

I. CONTRACT ASSESSING & CYCLED INSPECTION – Will appear on monthly invoice as Contract Assessing (CA), to be billed in equal monthly installments of \$2,245/month for the term of the contract.

- A) Office Hours:** This time is set aside to meet with taxpayers and/or other department heads in matters associated with assessment procedures, valuations, etc., as well as field work, as needed and the duties described below. On average one day per month.
- B) Duties:** Shall include routine assessment tasks which are normally part of the assessor's duties. Such as the administration of Timber Yield Taxes, Excavation Yield Taxes, MS-1 report, tax warrant, applications for current use, and/or other exemptions such as blind, elderly, veterans, etc
- a) Map Changes:** The assessor shall reassess and generate new values for any new parcels created from subdivisions and/or developments which have occurred prior to April 1st of the tax year.
- b) Pick-ups:** Normal routine assessment updates resulting from changes whether it be from new construction, such as in additions or renovations; or conversely if a diminution of value should occur from fire damage or some other possible unforeseen circumstances.
- c) Meetings:** The assessor shall be available for any normal meeting not to exceed once a month (on average), with the Board of Selectmen/Assessors for any assessment or budget matter. Scheduled on one of the assessing days for which the Assessor is in Town. Meetings after 7:00 pm will be billed additionally at \$85/hour including travel.
- d) Abatements:** The assessor shall consider all abatement requests properly filed by any taxpayer and after review and research, shall make a recommendation to the Board of Selectmen/Assessors in writing. Utilities are not included in this Section. See Section I. Utility Work.
- C) Appeals:** The assessor shall represent the Town and its best interest in all abatements or appeals. Utilities are not included in this Section. See Section I. Utility Work.
- D) Miscellaneous:** Miscellaneous duties and/or special assignments involving valuations shall be considered by the assessor, if reasonable and time is available and cost is not economically prohibitive for the assessor.

- E) Sales Ratio:** Assessor will review and verify sales as required by DRA and will provide information for use in the states Mosaic system. Neighborhoods or classes of property will be updated as needed to conform with the towns general level of assessment and an addendum to the USPAP report will be provided to document these types of changes when they occur. This is not a full update of values. Value notices and informal hearings are not included and if requested would be at an additional charge.
- F) DRA Monitoring:** Meet and work with State Monitors to ensure the Town is meeting all certification requirements of DRA and to maintain a good working relationship.
- G) Auto Expense:** No additional mileage or auto expense billing. All included herein.
- H) Data Processing:** Data entry of all assessment related changes as a result of either the new construction or data verification process.
- I) Utility Work:** Any needed updates to utility properties for new construction or defense of values before the BTLA or Superior Court shall be billed additionally at the developed annual rate (currently \$150/hour). This fee is also applied to any utility defense (abatement & appeal) work. Annually, Avitar will mail a letter advising the community of the annual utility rate.
- J) Work Product:** All work files to be delivered in final form to municipal assessing officials.
- K) Cycled Inspection:** On Average, 10% of the total records per year. The assessor shall begin the verification of existing assessments data in order to ensure reliability and equity between taxpayers and ensure that physical data is accurate. This process involves the measuring and listing (interior inspection) for each parcel.

Any interior inspections not completed during the initial field visit, shall be followed up with a company form letter, marked first class to those taxpayers informing them of the importance of such an interior inspection and the procedure to make an appointment for one. A door hanger will be left notifying the taxpayer of our visit to the property and instructing them they will receive a letter at a later date to arrange for inspection. Any and all corrections shall be made to the existing assessment record.

All work will be completed and delivered to the town before the end of the calendar year.

II. TOWN RESPONSIBILITIES

The Town shall be responsible to provide an office space with desks, tables, chairs, telephone and access to a computer with links to the CAMA system. Access to a copy machine for copying work related documents and keys to the workspace at no cost to the contractor. An assessing clerk, employee of the town/city shall be assigned to aid the assessor with their duties. The clerk's responsibility will include:

- A) To respond to any taxpayer's request for applications for exemptions, current use or abatements.
- B) To help property owners interpret assessment facts as contained on individual cards, if unsure, they should forward to or advise the assessor of all said requests or schedule an appointment for the assessor's next visit.
- C) To aid the assessor by acting as the secretary, duties may include typing, record keeping, appointment scheduling, and any other duty typically associated to a proper and efficient administration of assessment tasks, etc.
- D) The cost of mailings and/or any notices or publications shall be the responsibility of the Town.

III. COMPANY RESPONSIBILITIES

- A) The Company will provide the Department of Revenue with a copy of certificate of insurance no more than thirty (30) days after the signing of the contract. The municipality will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.
- B) The Company agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services as indicated in the contract, in an accurate and professional manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.
- C) The Company will not assign any part of this agreement without expressed written permission by the municipality.

IV. COMPENSATION

The Company shall be compensated as an independent contractor under this agreement. As such, the company shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation and Liability to all company employees assigned to work in the Town.

Monthly statements detailing services rendered during the month will be provided by the Company and paid by the municipality within 20 days, unless a written question or concern of the statement is provided to the Company describing any problem, at which time payment may be held until an answer is given or problem/concern is corrected.

V. VALUATION UPDATE

2023 Valuation Update (value anew) of all properties in town to ensure compliance with the **2023** DRA Certification.

The update includes the following:

- Sales Verification
- Sales Analysis
- Development of New Cost Tables (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Parcel by Parcel Field Review
- Notice of New Values
- Preliminary values posted on our website (for 30 days) (posting begins when notice of new values are mailed)
- Informal Hearings
- Review After Hearings
- All Data Processing
- Final Sales Analysis & New Values
- Printing of Final Cards
- **A USPAP/ASB Compliant Manual**
- Written Responses to Board of Selectmen on all abatement requests for Tax year 2023
- *Utility Values can be completed by Avitar for a separate fee of \$10,000, which would include a report necessary for inclusion in the town wide USPAP report.
- Based on 2,723 records (parcels plus multi cards).

There is no obligation by either party to do an update under this agreement. An update agreement detailing the specifics noted above must be signed under separate agreement as required by RSA 21-J:11 and will be forwarded for review and signature in the fall of 2022.

Circumstances outside of Avitar's control, such as changes in the law, DRA rules, Assessing Standards Board rules or makeup of the town may result in changes to the scope of work required which may alter this estimated cost.

With Utilities Option:

To be billed in update year 2023 in equal monthly installments of \$6,835 and will be noted on invoice as Update Contract (UC). Utility properties include: Liberty Utilities (1-1-UTL), NHEC (1-1-UTIL) & PSNH (2-47-1 & 2-47-UTL).

Without Utilities Option:

To be billed in update year 2023 in equal monthly installments of \$6,000 and will be noted on invoice as Update Contract (UC).

COST SUMMARY

	2019	2020	2021	2022	2023
Contract Assessing I. A-K (CA)	\$26,940	\$26,940	\$26,940	\$26,940	\$26,940
Update Contract (UC) w/Utilities *					\$82,020
Update Contract (UC) w/o Utilities **					\$72,000
Yearly Cost w/Utilities *	\$26,940	\$26,940	\$26,940	\$26,940	\$108,960
Yearly Cost w/o Utilities **	\$26,940	\$26,940	\$26,940	\$26,940	\$98,940
Monthly Bill w/Utilities *	\$2,245	\$2,245	\$2,245	\$2,245	\$9,080
Monthly Bill w/o Utilities **	\$2,245	\$2,245	\$2,245	\$2,245	\$8,245

CONTRACT EXECUTION

5 Year Contract Assessing & Cycled
Inspections & Full Update as Noted Above
With Utilities*

\$216,720

5 Year Contract Assessing &
Cycled Inspectios & Full
Update as Noted Above Without
Utilities**

\$206,700

1 Year 2019 Contract Assessing &
Cycled Inspections as Noted Above

\$26,940

AVITAR ASSOCIATES OF N.E., INC.

Company: _____

Loren J. Martin, President Assessing Operations
or Gary J. Roberge, CEO

Date

TOWN OF AUBURN, N.H.

Date

Date

Date

Date

Board of Selectmen/Assessors

Date

Offer valid thru 12/31/18.

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	Certified Property Assessor Supervisor
LM	Loren J Martin	President, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
MS	Mark Stetson	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor	Certified Property Assessor
JB	Jonathan Babon	Assessor	Certified Property Assessor
KC	Kerry Connor	Assessor	Certified Property Assessor
JQ	Jerry Quintal	Assessor	Certified Property Assessor
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
JD	Jaron Downes	Assessor Assistant	Certified Property Assessor Assistant
KC	Keith Colburn	Building Data Collector	Certified Building Measurer & Lister

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

Department	2018 Budget	2019 Proposed*	2019 Selectmen	2019 Bud Com	Difference
Executive	268,768	273,283	279,500		
Election & Registration	95,810	87,510	89,647		
Financial Administration	160,833	114,186	60,804		
Legal Expense	42,000	42,500	36,000	36,000	(6,000)
Personnel Administration	433,853	404,401	82,693		
Planning & Zoning	37,651	49,151	41,651	39,650	
General Government Buildings	127,443	138,368	22,970		
Cemeteries	25,280	21,550	33,960	33,110	
Insurance	115,065	119,700	0		
Regional Associations	8,829	9,313	9,313	9,313	484
Other General Government	113,213	129,278	1		
Police	1,209,875	1,262,349	1,047,951	209,161	
Ambulance	83,896	84,738	84,735	84,735	839
Fire	416,943	437,349	474,248	221,301	
Building Inspection	69,864	70,575	72,518	12,300	
Emergency Management	8,427	7,503	7,503		
Other Public Safety (Details)	1,000	1,000	1,000		
Highways & Streets	942,865	1,002,917	997,997	995,802	
Bridges	0	0	0		0
Street Lighting	13,500	18,000	18,000	18,000	4,500
Solid Waste	18,800	22,700	22,401	22,401	3,601
Health Officer	2,564	2,664	2,284		
Animal Control	20,471	20,755	21,266	2,440	
Health Agencies	5,875	5,875	5,875	5,875	0
Public Assistance	19,521	17,000	17,001	17,000	
Intergovernmental Welfare	4,471	4,471	4,471	4,471	0
Parks & Recreation	111,171	132,822	121,867		
Library	169,272	181,762	135,466		
Patriotic Purposes	6,650	6,500	6,500	6,500	(150)
Conservation Commission	2,351	2,351	2,971	1,951	
Debt Service	3	3	3	3	0
<u>Capital Outlay</u>					
Fire Truck	72,696	120,910	120,910	120,910	48214
Road Reconstruction	700,000	700,000	650,000	650,000	(50,000)
Recreation Improvement	20,200	350,690	0		
TOTAL	\$5,329,160	\$5,842,174	\$4,471,506	\$2,490,923	\$1,488
Special Warrant Articles					
Collective Bargaining Agreement	13,865	0	0		
AFD Rescue Vehicle	100,000	0	0		
Land Acquisition / Library	200,000	0	0		
Multi-Use Path / Town Share	0	180,832			
GRAND TOTAL	\$5,643,025	\$6,023,006	\$4,471,506	\$2,490,923	\$1,488

As of November 15, 2018 Budget Committee Meeting
As of November 19, 2018 Board of Selectmen's Meeting
As of November 19, 2018 Joint Personnel Board Meeting

* Does not reflect any wage adjustments at this point.

2019 PROPOSED POLICE
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 December				
<hr/>										
General Fund										
Police Department										
1 01-4210-3-340-1	Police Computer Services	23,945.50	48,146.12	22,385.90	23,500.00	22,593.51	30,000.00	128%		
Police Department Total		23,945.50	48,146.12	22,385.90	23,500.00	22,593.51	30,000.00	128%	0.00	0.00
Grand Total:		23,945.50	48,146.12	22,385.90	23,500.00	22,593.51	30,000.00	128%	0.00	0.00

		11/29/18 Expended		PC Approved
COMPUTER SERVICES	01-4210-3-340-1	\$23,500.00		\$23,100.00
BREAK-DOWN				
IMC Maintenance Contract	\$6,968.75	22,593.51	906.49	
Toughbook maint.	\$500.00			
A.N.S 6 hrs of mthly maintenance@\$95	\$6,840.00			
Symantic Virus Protection yrly 9 computers 7 laptops-16	\$623.84			
23 hosted & Backup offsite	\$5,715.60			
Annual Software/ Licensing /router updates	\$400.00			
Unanticipated maint. approx 22hrs@\$95	\$2,090.00			
	\$23,138.19			



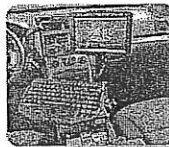
To:
55 Eaton Hill Rd, Auburn, NH 03032
Attn: DT Chip Chabal

Rep	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Ryan G		UPS	FOB North Attleboro		Net 30 Days	

Qty	Item #	Description	Unit Price	Line Total
2	RH-MI-15-KV	PatrolPC® RhinoTab® M1 Core i Intel Generation 5 - (12.1" Sunlight Readable Display - 1200NITS+, Projected Capacitive Touch Screen, Core i5-5300U 5th Gen 2.3-2.7GHz 3MB Cache, 2 core, HD5500 graphics, 2 USB 3.0, 2 Mini-PCIe half card slots, RhinoDock Value with 1 10/100/1G Ethernet, 4 USB 3.0, 4 RF Pass-Thru, 2 Ports for external power control and ignition sense, Internal Battery, Ambient Light Sensor, WiFi 802.11 2.45Ghz B/G/N/AC + Bluetooth, GPS, Front 2MP Camera, Rear 5MP Camera w/flash, dual digital microphones, TPM v2.0, stereo speakers) and Dock combination availability Q4 2016	\$ 3,699.00	\$ 7,398.00
Tablet Add-ons / Upgrade				
2	PPC-OS-WIN10-64	Windows 10 Pro 64 bit w/Win 10 Pro COA	\$ 209.00	\$ 418.00
2	RH-HD-SSD-240	upgrade to 240GB mSATA 6GB/sec SSD (Solid State Hard Drive)	NC	NC
2	RH-RAM-8GB	8GB RAM with computer purchase	NC	NC
Keyboard				
2	KBD-TG3-BLT-X3818	TG3 KBA-BLT-X3818 82 Backlit Red Illuminated Keyboard with Touchpad / Coiled Cord - 3 Year manufacturer's warranty	\$ 230.00	\$ 460.00
Cellular + Antenna				
2	RH-CELL-VER	Verizon 4G LTE Internal Cellular Modem Sierra Wireless MC7354 w/internal antenna	\$ 445.00	\$ 890.00
2	GPSCO-7-27-24-58	GPS/GNSS/CELL/WIFI ANT 3m SMA	\$ 80.00	\$ 160.00
Mount + Install				
2	TM-5126-FIU-18-COMBO	ON-DASH MOUNT with Single Arm / Double Pivot and G.R.I.P. Tilt/Swivel for Display/Tablet and Keyboard Mount with Double Arm and G.R.I.P. Tilt/Swivel for FORD POLICE INTERCEPTOR UTILITY (Specify Year of Vehicle) (Must Provide Console Make and Model) (TM-5126-FIU/AP-5120-PPC)	\$ 537.00	\$ 1,074.00
2	PPC-Install	Antenna Install	\$ 65.00	\$ 130.00
2	PPC-Install	Computer/Mount Install	\$ 300.00	\$ 600.00
2	PPC-Ship-Mount	Common Carrier Ground Shipping for Mount	\$ 42.00	\$ 84.00

Quotation prepared by: Ryan Garofano

Unpaid balances accrue 1.5% Interest per month



Thank you for your business!

344 John L. Dietsch Blvd, Unit #2, North Attleboro, MA 02763 508-699-0458 FAX: 508-699-2531

Total Discount

Subtotal	\$ 11,290.00
Shipping Cost	\$ 76.00
Total	\$ 11,366.00

\$11,290.00 (2)

Printed Name: _____
Rank: _____
Date of Approval: _____

Will a matching purchase order be issued for this order

YES	NO

Signature of Approval

Windows 10 Computer Quote

Lil Deeb

From: Brian Chasse <brianc@ansnetworking.com>
Sent: Thursday, July 12, 2018 9:44 AM
To: Lil Deeb
Subject: Budget

Hi Lil- As discussed, Windows 7 will not be supported as of January 14, 2020. All security exploits, Operating System enhancements, and other updates will no longer be available to patch the OS. We should work towards upgrading these systems to Windows 10 to avoid any potential security exploits that could impact the current infrastructure.

Let me know if you need any further info.

The PC's are pricing @ \$685.00 ea. I would put \$750.00 for budgeting purposes as the \$685.00 does not include shipping and pricing variations.

Brian

A.N.S. Networking, Inc.
Office 603.859.8900
Mobile 603.817.1220
brianc@ansnetworking.com
www.ansnetworking.com



9 @ 750.00 includes Shipping/
install/programming = 6750.00
9 @ 120.00 monitors = 1080.00

7830.00

2019 PROPOSED PARKS & RECREATION

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 December				
General Fund										
Parks & Recreation										
1 01-4520-5-550-4	Recreation Ice Rink	150.00	1,183.57	2,502.65	1,800.00	100.00	13,000.00	722%		
Narrative for Column # 6										
REPAIR ICE RINK										
Parks & Recreation Total		150.00	1,183.57	2,502.65	1,800.00	100.00	13,000.00	722%	0.00	0.00
Grand Total:		150.00	1,183.57	2,502.65	1,800.00	100.00	13,000.00	722%	0.00	0.00

2019 LAND & LAND IMPROVEMENTS

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 December	6 Dept/Comm Request 2019	7 % Chg 18/19	8 BOS Approved 2019	9 Budget Comm Approved 2019
General Fund									
Land & Improvements									
1 01-4901-3-910-3 Recreation Improvements	0.00	59,189.36	23,922.93	20,000.00	8,312.69	350,000.00	1,750%		
<i>Narrative for Column # 6</i>									
COMPLETE PHASE 1&2 WAYNE EDDOWS (PENDING 50% FUNDING FROM LWCF GRANT) \$157,990									
MAINTENANCE STORAGE BUILDING \$110,000									
MAJORS LIGHT UPGRADE \$30,000									
FENCE AT SAFETY COMPLEX \$3,800									
SHED AT THE SAFETY COMPLEX FIELD \$2,000									
WALKING PATH AT CIRCLE OF FUN \$15,000									
PAVE WALLBALL AREA AT CIRCLE OF FUN \$15,000									
FENCE AT WAYNE EDDOWS \$10,000									
SOCCER FIELD LIGHTS PHASE 1 (POLE, TRENCHING, WIRING) \$20,000									
Grand Total:	0.00	59,189.36	23,922.93	20,000.00	8,312.69	350,000.00	1,750%	0.00	0.00

2019 PROPOSED INSURANCE 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
		As of December	As of December	As of December	As of December	As of December	2019		2019	2019
General Fund										
Insurance										
1	01-4196-6-695-1	Municipal Property Liability	53,727.00	63,935.00	34,909.50	70,714.00	71,609.00	71,375.00	101%	
	Narrative for Column # 6									
	Estimate.									
2	01-4196-6-695-2	Unemployment Compensation	980.00	0.00	92.33	1,191.00	1,191.00	1,191.00	100%	
	Narrative for Column # 6									
	Estimate.									
3	01-4196-6-695-3	Workers' Compensation	20,164.13	16,913.48	38,071.00	40,160.00	40,160.00	43,373.00	108%	
	Narrative for Column # 6									
	Estimate.									
4	01-4196-6-695-4	Insurance Retention (Claims)	-7,356.20	8,033.00	7,556.64	3,000.00	1,526.50	3,000.00	100%	
Insurance Total		67,514.93	88,881.48	80,629.47	115,065.00	114,486.50	118,939.00	103%	0.00	0.00
Grand Total:		67,514.93	88,881.48	80,629.47	115,065.00	114,486.50	118,939.00	103%	0.00	0.00

2019 PROPOSED PERSONNEL ADMINISTRATION

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 December				
General Fund										
Personnel Administration										
1 01-4155-2-210-1	Health Insurance (All Departments)	259,632.44	258,985.33	275,745.55	318,046.00	267,911.50	285,092.00	90%		
2 01-4155-2-211-1	Dental Insurance (All Departments)	14,791.03	15,113.32	15,718.61	14,336.00	14,490.50	16,396.00	114%		
3 01-4155-2-213-1	Disability Insurance (All Departments)	9,235.05	7,131.39	6,831.99	7,938.00	6,113.42	8,457.00	107%		
4 01-4155-2-214-1	Life Insurance (All Departments)	0.00	2,150.00	3,275.87	2,772.00	2,732.16	2,841.00	102%		
Grand Total:		283,658.52	283,380.04	301,572.02	343,092.00	291,247.58	312,786.00	91%	0.00	0.00

2019 PROPOSED PERSONNEL ADMINISTRATION

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 December				
General Fund									
Personnel Administration									
1 01-4155-2-290-0 Longevity Pay	8,950.00	9,900.00	9,600.00	10,600.00	0.00	10,900.00	103%		
Narrative for Column # 6									
Longevity Pay is included in both the town Personnel Policy and the Police Union Collective Bargaining Agreement. In 2015, 28 employees would be eligible including 10 employees with 5-9 years (\$150)=\$1,500; 7 employees with 10-14 years (\$300)=\$2,100; 6 employees with 15-19 years (\$450)=\$2,700; 1 employee with 20-24 years (\$600)=\$600, and 4 employees with 25+ years (\$1,000)=\$4,000									
Grand Total:	8,950.00	9,900.00	9,600.00	10,600.00	0.00	10,900.00	103%	0.00	0.00

APPLICATION FOR BOARDS/COMMITTEES

NAME: Mary Royer DATE: 11/28/18

ADDRESS: 288 Bunker Hill Rd

TELEPHONE: 603 483-5194

BOARD/COMMITTEE APPLYING FOR: Parks and Recreation

ARE YOU AVAILABLE TO ATTEND EVENING MEETINGS? yes

Please list any experience, skills and/or qualifications which you feel would especially suit you for this position: I've helped with many of the organizations in Auburn - Auburn Little League, PTA, assistant school clerk, Longmeadow Church, Red Hats

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	Auburn Village		8	
Highschool	Pinkerton Academy		4	
College	College for Lifelong Learning	Early Childhood		

Other (Specify) _____

CURRENT EMPLOYER

Name of Company: BSP Trans Inc. Length of Employment: 27 yrs

Describe your position: I was the billing supervisor for many years until semi-retiring in Sept, 2018.

Additional comments: I have been a resident of Auburn for 65 Years

Signature: Mary Royer

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: November 29, 2018

Re: 2019 Deliberative Session of Town Meeting

Pursuant to RSA 40:13, III, the Board of Selectmen as the governing body for the Town of Auburn has the responsibility for setting the date for holding the first session of town meeting more commonly known as the Deliberative Session.

The statute provides a specific window for the deliberative session to be held for municipalities that have a March Election Day as the Town of Auburn does. For 2019, the March election date is Tuesday, March 12, 2019.

Accordingly, the window for holding the Deliberative Session of Town Meeting is Saturday, February 2, 2019 through Saturday, February 9, 2019.

Historically for the Deliberative Session, the Auburn Board of Selectmen has chosen to schedule holding the meeting on the first Saturday possible, and use the second Saturday as a possible snow date.

We are seeking the Board's direction for scheduling a date for the 2019 Deliberative Session.

In addition, earlier in the year, there was some discussion with the Auburn School Board about working together to schedule the Town Deliberative Session and the School District Deliberative Session for the same date to minimize the expense of holding two meetings on different dates while potentially maximizing the attendance of voters at both meetings.

We are seeking guidance from the Board as to whether they want to consider this potential. If so, there needs to be discussions held at least the staff levels, if not the governing boards' level, to make this happen.

Thank you for your consideration.



TOWN OF AUBURN

PUBLIC NOTICE REQUEST FOR PROPOSALS

The Town of Auburn and the Auburn School District are soliciting proposals for the care and maintenance of approximately eleven (11) Town-owned lawns, parks and other properties, two (2) cemeteries and for the lawns and fields of the Auburn Village School for the 2019 season.

Maintenance of these properties includes a spring clean-up; mulching, mowing, trimming and raking as needed; and a fall clean-up.

Sealed proposals marked "LAWN CARE" will be accepted at the Selectmen's Office until 2:00 PM on Thursday, December 27, 2018. Bids will be publicly opened on December 27, 2018, and presented to the Auburn Board of Selectmen, Cemetery Trustees and/or the Auburn School Board as necessary after that date for formal approval.

Specifications for the project are available at the Town Hall at 47 Chester Road between the hours of 8:00 A.M. and 4:30 P.M., or on the Town of Auburn web site (www.auburnnh.us).

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

**TOWN OF AUBURN
AUBURN SCHOOL DISTRICT**

November 30, 2018

TOWN OF AUBURN & AUBURN SCHOOL DISTRICT **SPECIFICATIONS FOR LAWN CARE & GROUNDS** **MAINTENANCE**

The Town of Auburn and Auburn School District are issuing this solicitation of proposals for the care and maintenance of Town-owned land and parks, two cemeteries and the Auburn Village School property and fields for the 2019 season. The Town maintains eleven (11) lawns, parks and grounds and two (2) cemeteries throughout the community on a regular basis.

Maintenance of these properties includes: a spring clean-up; mulching, mowing, trimming and raking on a regular basis as needed; and a fall clean-up.

The properties to be maintained as part of this proposal include:

- 1) Auburn Village School (11 Eaton Hill Road)
- 2) Auburn Town Hall (47 Chester Road)
- 3) Auburn Bicentennial Park (Chester Road – across from Town Hall)
- 4) Auburn Public Safety Complex (55 Eaton Hill Road)
- 5) Auburn Village Cemetery (Eaton Hill Road)
- 6) Auburn Fire Station (6 Pingree Hill Road)
- 7) Griffin Free Public Library (22 Hooksett Road)
- 8) Wayne Eddows Memorial Fields (26 Priscilla Lane)
- 9) Circle of Fun Playground (Chester Road & Bunker Hill Road)
- 10) Longmeadow Cemetery (Chester Road)
- 11) “Welcome to Auburn” Sign (near Exit 2 off Route 101)
- 12) Roadside area between Griffin Dam and Route 121
- 13) Field adjacent to the Auburn Public Safety Complex (Eaton Hill Road)
- 14) Apple Valley Park (Sun Valley Road & Apple Tree Road)

Specifications

Routine Services required include weeding, trimming, pruning, mowing and edging.

Spring and Fall Clean up will provide for the removal of leaves, stones, branches and other material not consistent with good lawn care.

It is imperative that the Auburn Village Cemetery and the Longmeadow Cemetery have had their spring clean-up and are in presentable condition by May 30, 2019, the date recognized for the federal holiday of Memorial Day.

All areas will be kept free of fallen limbs, trash, or other materials consistent with the area being maintained.

SCOPE OF WORK AT ALL FACILITIES:

- A. Lawns to be mowed once every seven (7) days during the growing season, weather dependent. Grass shall not be cut closer than 2" nor shall it be longer than 3-inches in height after each cutting (with the exception of the fields at Wayne Eddows). The mower blades shall be kept sharp to prevent shredded grass tips that turn brown.
- B. Lawns, bedded areas, fence lines, asphalt and concrete pads shall be kept relatively weed free by hand.
- C. Rake all bedded areas as often as required to ensure a fresh bark appearance. Re-barking and mulching of current locations **are part** of this work effort and contract. Any additional areas will be at the discretion of the Town of Auburn and the Auburn School District, and may be covered under a separate purchase order.
- D. All debris shall be removed from the site.
- E. Prune trees, vines, and shrubbery in the fall, after the typical growing season.
- F. Trimming around lawn perimeters, sidewalks, benches and bedded areas shall be done with each mowing.

ADDITIONAL SCOPE OF WORK AT AUBURN VILLAGE SCHOOL PROPERTY:

- A. Blow off walkways & sidewalks following a typical mowing.
- B. Beginning May through June – Mow on weekends / or early morning prior to the start of school at 7:30 AM.**
- C. There is minimal bark mulch throughout the Auburn Village School property.

ADDITIONAL SCOPE OF WORK AT WAYNE EDDOWS MEMORIAL FIELDS:

- A. In addition to the above, the ball fields and soccer field at Wayne Eddows need to be kept at an appropriate length (**approximately 1 ¾-inches for the infield and 2 ¼" – 2 ½" for the outfield**), while avoiding scalping or burning (exact length may be worked out with Little League). This has required twice weekly mowing in the past during the rapid growing season (month of June) as needed.
- B. Once a year, utilize a brush hog to trim back growth that can impede with fences and other areas at the Wayne Eddows Memorial Fields. This effort

should be coordinated with the Parks & Recreation Facilities Maintenance Manager (Mike Dobmeier) before work is performed.

CONTRACTOR RESPONSIBILITIES

The Contractor will provide his/her own labor, tools, equipment, fertilizers, pesticides, transportation, etc. The Contractor will dispose of all trimmings and dead growth. Environmentally approved vegetation killers are permissible in all areas to the extent that they do not adversely affect the plants and trees that have been planted.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Contractor shall file with the Town of Auburn and the Auburn School District evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn and Auburn School District of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn and Auburn School District.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Town of Auburn and Auburn School District against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PRICING

Pricing should be on a lump sum, seasonal basis per property to enable the Town of Auburn and Auburn School District to budget appropriately under their respective budgeting systems. This type of proposal must include a proposed payment schedule.

Contractors may submit additional per hour or lump sum quotations for work or services they believe may be required, but is not included in the main lump sum proposal.

EQUIPMENT

Contractors must provide a list with the make, model and the year of mowing and trimming equipment to be used for this work. All hand tools and power equipment

used by the Contractor shall be maintained and operated in a safe condition as provided for by the manufacturer and required by good safety practices, and as specified by federal and state requirements.

PAYMENT

The successful contractor shall submit invoices monthly to the Town of Auburn (P.O. Box 309, Auburn, NH 03032) for the Town properties and to the Auburn School District (11 Eaton Hill Road, Auburn, NH 03032) for the school property.

The Town of Auburn will remit payment within 15 to 30 days of receipt of a correct invoice. Incorrect invoices shall be subject to correction and/or rejection by the Town of Auburn.

The Auburn School District will remit payment within 30 to 45 days of receipt of a correct invoice. Incorrect invoices shall be subject to correction and/or rejection by the Auburn School District.

CANCELLATION

The Town of Auburn and Auburn School District reserves the right to cancel the contract by giving a 30-day written notice, if the service received should become unsatisfactory.

TERM OF CONTRACT

The term of the contract shall be from May 1, 2019 through December 31, 2019. The terms of the contract awarded may be renewed or extended for 2020 and 2021 based upon mutual written agreement between the Contractor and the Town of Auburn and/or the Auburn School District.

AWARD

The Town of Auburn and Auburn School District reserves the right to award this contract in whole or any part thereof. Not all locations may be awarded. Proposals will be received by the Selectmen's Office until 2:00 P.M. on **December 27, 2018.**

The Town and School District reserves the right to reject any and all proposals, or any part thereof; to waive any information in the bidding and to accept the proposal; considered to be in the best interest of the Town.

Questions may be directed to Bill Herman, CPM, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 852-5052, ext. 111 between the hours of 8:00 A.M. and 4:30 P.M., or to Scott Dube, Director of Maintenance, Auburn School District, 11 Eaton Hill Road, Auburn, NH 03032, telephone (603) 483-2769. If necessary, the questions will be referred to appropriate individuals with responsibility for the specific property in question.

TOWN OF AUBURN AND AUBURN SCHOOL DISTRICT
LAWN CARE & GROUNDS MAINTENANCE PROPOSAL

Name of Contractor / Vendor:

Address:

Telephone:

Per Hour Rate for care and maintenance of Town and School District-owned land
parks and cemeteries for the 2019 season:

Lump Sum, Seasonal Cost (Per Property breakdown attached):

Additional Quotation for Work or Service not included in Lump Sum, Seasonal
Cost:

Equipment to be used for this project:

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: November 28, 2018

Re: Town Hall Porch and Painting Project

As I shared with the Board on November 27th, the folks from Target New England came in late that afternoon concerning the completion of the front porch and painting project, and the remaining punch list of items the Town had identified. They had received the Town's letter and did not dispute any of the six items that was on the punch list to be completed.

They indicated they anticipated being back here before the week was over to tackle a number of items: installation of handrails as cited by Carrie; fixing the porch roof for the openings for the five light fixtures; replacing the clapboard in the rear of the building behind the condensers (I understand they intend to use the same material as the porch itself, not wood which will only continue to deteriorate); the installation of the one-hour fire rated cement board in the enclosure under the front stairs; and the distance from the bottom of the wooden banisters to the stairs to be less than an opening that a six-inch sphere could fit through.

They acknowledge the finishing of the painting would have to wait until Spring time.

Attached is the cost estimate they submitted on November 27th for the fire resistant material under the stairs and the installation of the handrails (one of which they had to have made which they say is done, but still needs to be painted). These two items were not detailed or documented in the plans for this project and they had been told before they could provide an updated cost for that work. That is what the attached represents.

If they accomplish the bulk of the work except painting within the next few weeks, they would then like the Board to consider paying a portion of the balance owed, but retaining an amount until Spring when the painting would be completed. I would suggest that any consideration of that shouldn't take place until after the work items have been completed.

At a minimum, we are seeking the Board's action on the attached submission, which if approved, would formally be identified as Change Order #2.

Thank you for your consideration.

Attachment



TARGET NEW ENGLAND

Historical Restorations

November 24, 2018

Town of Auburn;

Proposal for the two items not included in the line item agreement.

- (1) Installation of one-hour fire resistant rated cement board in the usable enclosure under the exterior exit stairs.
- (2) Installation of handrails with extensions applied to the wood posts on the outside portion of the stairs.

Total price for this quote will be \$4970.00 which includes material and labor.

**Town of Auburn
Board of Selectmen
November 19, 2018
7:00 p.m.**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Others Present: Michael Rolfe, Dale Phillips, Paula Marzloff, Susan Goodhue, Russell Sullivan, Michael DiPietro, Susan Jenkins, Tax Collector; Mike Williams, Fire Chief; Bob Seling, Deputy Fire Chief; Nancy Mayland, Library Trustee; Brenda Beer, 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 the Pledge of Allegiance.

Approval of Payroll for the Week of November 12, 2018 - \$44,743.57

Mr. Eaton motioned to approve the Payroll for the Week of November 12, 2018 in the amount of \$44,743.57. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable for the Week of November 19, 2018 - \$111,847.86

Mr. Eaton motioned to approve the Accounts Payable for the Week of November 19, 2018 in the amount of \$111,847.86. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of November 19, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of November 19, 2018 some of which included: four (4) abatement/refund requests; one correspondence – Target New England; one application for property tax credit/veteran's credit; one void check manifest and three (3) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of November 19, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Totals as of November 5, 2018.

Tax Collector – Susan Jenkins

Ms. Jenkins presented the Tax Collector's budget for FY 2019 in the amount of \$4,550, which is for deed research, tax bill printing and Tax Collector education. Ms. Jenkins felt it was not likely the expenditures would exceed last year's.

Mr. Leclair motioned to approve the Tax Collector's budget for FY 2019 in the amount of \$4,550. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Supervisors of the Checklist – Susan Jenkins

Ms. Jenkins presented the Supervisors of the Checklist budget for FY 2019 in the amount of \$950.00 which is decreased from FY 2018 due to there being only one election.

Mr. Leclair motioned to approve the Supervisors of the Checklist budget for FY 2019 in the amount of \$950.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Appointments with the Board

Brenda Beer – Appointment as Alternate Library Trustee

Mr. Herman advised the Board of Library Trustees is requesting a third alternate member be appointed to the board as is allowed by state statute. The Trustees met with Mrs. Beer at their November 12, 2018 meeting and recommend her appointment by the Board of Selectmen. Mrs. Mayland advised this is for a one-year term, but the initial appointment would expire in March to have this position in cycle with the other two positions.

Mr. Leclair moved to appoint Brenda Beer as an Alternate Trustee of the Library for a term to expire in March 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Mr. Headd administered Mrs. Beer's oath, which was followed by a round of applause and Mrs. Beer signed and submitted her Appointment of Oath of Office.

Fire Chief Michael Williams

Monthly Meeting

Chief Williams presented his monthly report to the Board of Selectmen. There were 37 incidents in the month of October. Rescue/EMS made up the majority of those calls.

Chief Williams talked about Fire Prevention Week, October 7-14th. As well as many fire prevention activities with Auburn Village School, there was an Open House at the Safety Complex and the annual Fire Truck parade and semi-annual Firefighter's challenge.

Chief Williams and Deputy Chief Selinga prepared and presented the budget to the BOS in October.

Mr. Headd inquired about personnel. Chief Williams reported there were nine pending applications, and he interviewed two candidates a few weeks ago, one who is a Firefighter/EMT and another who is in EMT class. Chief Williams advised the Department would then secure two more and could use more.

Chief Williams announced the Department was caught up in compliance with the submission of the rosters for the state, and received a letter of compliance.

Chief Williams completed the grant application for the PPE clothing extractor, gear dryer and Plymovent for Station 2 which was due the first week of October.

Training with Chester and Sandown commenced for the gear obtained through the SCBA grant recently.

Mr. Eaton asked how the additional SUV was working out. Chief Williams reported it worked well for those who couldn't drive the larger vehicles, although it can't carry the larger equipment.

Consideration & Ratification of Proposed Fire Department SOPs

Chief Williams presented: SOP #010 relative to scene support personnel which applies to all non-certified firefighting or EMS personnel; SOP #004 which establishes a policy for call member attendance; SOP #013 which concerns hiring practices; SOP #014 which outlines the Department's organizational structure; and SOP #012 which concerns pay rates.

Chief Williams advised cleaned up job descriptions had been prepared with assistance from the Town Administrator to support the positions listed in the SOP. A list of pay rates effective November 2018 was included, along with rates for stipends for Deputy Chief, Lieutenant and Captain.

Chief Williams reported some Deputy Wardens will have the responsibility of issuing burn permits which can now also be obtained on-line.

Mr. Leclair recommended correction of verbiage to Line 1 and 3 on SOP #010.

Mr. Leclair moved to ratify Auburn Fire Department SOP #004, #013, #010, #012 and #014. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Per Diem Firefighter/EMT

Chief Williams reported the Department is seeking per diem Firefighter/EMTs to have a larger group to call when full-time positions need to be covered for vacations or to fill shifts. A notice has been drafted and will be posted.

Mr. Leclair asked what happens when the position is not filled. Chief Williams offered as an example, a day last week when the shift had to be covered by himself and Lieutenant Glennon.

New Business

Resignation – Highway Safety Committee

Mr. Herman advised the Town has received the resignation of Eva Komaridis as a member of the Highway Safety Committee by note dated November 8, 2018. Mrs. Komaridis served as a member of the Highway Safety Committee for approximately 15 years. Mr. Headd indicated a letter had been sent to her by the Board of Selectmen.

Mr. Leclair moved to accept with regret the resignation of Eva Komaridis as a member of the Auburn Highway Safety Committee. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Health, Dental and Disability Insurance Rates – 7/1/2019 – 6/30/2020

Mr. Herman provided a letter from HealthTrust dated October 15, 2018 detailing the Guaranteed Maximum Rates (GMR) for renewal of medical coverage for the period of July 1, 2019 through June 30, 2020 for the current benefit plans. Also included are renewal rates for dental, life, short-term and long-term disability coverage.

Mr. Leclair asked if the GMR for health insurance rates was not going to exceed a 4.9% change. Mr. Herman indicated 4.9% for health, 2.3% for dental, 6.6% reduction for disability and no change for life insurance.

Mr. Herman advised Ms. Fishella would incorporate those figures into the insurance budget.

Surety Reduction – Mountain Road Extension

Mr. Herman provided a letter dated November 16, 2018 from Auburn Land Use Administrator Denise Royce, concerning Mountain Road Extension Subdivision, Tax Map 9, Lot 4, Warranty Surety Reduction indicating on November 14, 2018 the Planning Board voted to recommend the BOS approve of a reduction of the surety currently held by the Town of Auburn of \$6,618.48 by \$5,618.48 leaving a balance of \$1,000 for the small unstabilized area within the detention basin. Stantec will revisit the site in the Spring of 2019 to inspect the area for full stabilization of vegetation, upon which they will release the remaining surety.

Mr. Leclair moved to reduce the surety for Mountain Road Extension, Tax Map 9, Lot 4 from \$6,618.48 to \$1,000.00. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Surety Reduction – Lovers Lane

Mr. Herman provided a letter dated November 16, 2018 from Auburn Land Use Administrator Denise Royce, concerning Lover's Lane Subdivision, Road Surety Recommendation indicating that on November 14, 2018 the Planning Board voted to recommend the BOS approve the release of the current Letter of Credit for \$22,877.30 held by the Town of Auburn with the condition that the Developer provide cash surety in the amount of \$2,500 to complete the outstanding items stated in Stantec's letter dated October 25, 2018. Stantec noted the treatment swale at the end of Seavey Drive is only partially stabilized with vegetation.

Mr. Leclair moved to release the \$22,877.30 Letter of Credit with the condition that the Developer provide cash surety in the amount of \$2,500.00 for the remaining work to be completed by July 19, 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Update Auburn CIP Plan – 2019-2024

Mr. Herman presented a copy of the 2019-2024 Auburn CIP which was adopted by the Planning Board at their last meeting. Mr. Leclair asked if the CIP reflected updated numbers from Parks and Recreation, and Mr. Herman advised it did not as the Parks & Recreation is waiting on final estimates for field lights from vendors. Parks & Recreation will be at the Selectmen's December 3rd meeting to complete their budget process.

Alternate Selectman Budget Committee Representative – November 29th Meeting, 6:30 pm.

Mr. Headd advised he is unable to attend the November 29th Budget Committee meeting. Mr. Leclair agreed to attend in his place.

Goal Setting Meeting for 2019 – Thursday, December 13th at 9 AM

The Board was in agreement to schedule the Board's 2019 Goal Setting Meeting on Thursday, December 13, 2018 at 9 am.

Old Business

Other Business

Next Meeting – Monday, December 3, 2018 at 7:00 PM

Minutes

- November 5, 2018 Public Meeting

Mr. Leclair motioned to approve the November 5, 2018 Public Meeting Minutes, as amended. Mr. Eaton seconded his motion, with all in favor, the motion passed unanimously.

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

Mr. Headd, by roll call, motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) and (c). Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Headd – Yes, Mr. Eaton – Yes, Mr. Leclair – Yes; the motion passed unanimously.

The meeting room was closed to the public at 7:31 pm.

Mr. Herman advised the Town Administrator's annual performance review is past due. He provided the review forms to the Board members and indicated that previously, the Board members had individually completed forms and then the Board met as a group to compile and blend then into one performance review. He indicated he would likely schedule that effort for the Board's December 17th meeting.

Mr. Leclair asked how the format was developed. Mr. Herman advised the format was compiled from several forms used by other Towns. Auburn has one for supervisors and one for non-supervisors.

Mr. Leclair motioned to come out of non-public session. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

The meeting room was opened to the public at 7:33 pm.

Adjourn

Mr. Leclair motioned to adjourn the meeting at 7:33 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen and
Police Commission
November 19, 2018**

Selectmen Present: James Headd, Richard Eaton & Keith Leclair

Police Commissioners Present: David Dion and Michael Rolfe

Also Present: Town Administrator William Herman

Mr. Headd called the meeting to order at 5:40 PM.

Non-Public Session:

Mr. Headd recessed the public meeting at 5:40 PM under the provisions of RSA 91-A:2, I (a) to enable the Board of Selectmen and Police Commissioners to discuss strategy and negotiations with respect to collective bargaining with the Auburn Police Union.

Meeting in Non-Public Session with the Selectmen was Town Administrator Herman.

Mr. Headd reconvened the public meeting at 5:50 PM.

Board of Selectmen Consideration of Tentative Collective Bargaining Agreement:

James Headd asked the Board of Selectmen if they had any comments or questions concerning the tentative three-year agreement reached with the Auburn Police Union for the period April 1, 2019 through March 31, 2022. There was no further discussion.

Mr. Leclair made a motion for the Board of Selectmen to approve and ratify the tentative agreement with the Auburn Police Union for the period of April 1, 2019 through March 31, 2022. Seconded by Mr. Eaton. A vote was taken, all Selectmen were in favor, the motion carried unanimously.

Police Commission Consideration of Tentative Collective Bargaining Agreement:

David Dion asked the Police Commissioners if they had any comments or questions concerning the tentative three-year agreement with the Auburn Police Union for the period April 1, 2019 through March 31, 2022. There was no further discussion.

Mr. Rolfe made a motion for the Police Commission to approve and ratify the tentative agreement with the Auburn Police Union for the period of April 1, 2019

through March 31, 2022. Seconded by Mr. Dion. A vote was taken, all Police Commissioners were in favor, the motion carried unanimously.

Mr. Herman indicated the Boards actions will move the tentative agreement on a collective bargaining agreement with the Auburn Police Union forward to the voters in the form of a warrant article as has been the practice in the past.

Adjourn

Mr. Headd moved to adjourn; Mr. Dion seconded the motion. All were in favor, the motion passed and the meeting adjourned at 5:55 PM.