

**Town of Auburn
Board of Selectmen
January 7, 2019
Town Hall**

6:30 p.m.

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

7:00 p.m.

- () **Call to Order – Pledge of Allegiance**
Approval of Payroll for the Week of December 24, 2018 -- \$49,085.90
Approval of Accounts Payable for Week of December 31, 2018 – \$161,870.85
Approval of Accounts Payable for Week of January 7, 2019
Approval of Consent Agenda – Week of January 7, 2019

- () **Appointments with the Board**

- () **New Business**
Restoration of Involuntarily Merged Lots – 11 Pinetree Road
Proposed Amendment to Town of Auburn Credit Card Policy
Resignation – Conservation Commission
Lawn Care and Maintenance Proposals
Surety Reduction – 11 Rockingham Road
Review of 2019 Town Warrant

- () **Old Business**
Update of Town Hall Porch Project

- () **Other Business**
Next Meeting – Monday, January 14, 2019 or Monday, January 28, 2019 – 7:00 PM

- () **Minutes**
- December 13, 2018 Workshop Meeting
 - December 17, 2018 Public and Non-Public Meeting

- () **Non-Public Session – RSA 91-A: 3, II (a) and (c)**
Consideration of compensation of any public employee and reputation of someone other than a member of the board.

- () **Adjourn**

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

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 27, 2018

Re: Request to Restore Involuntarily Merged Lots – Peachtree Road

An application for the Restoration of Involuntarily Merged Lots has been submitted by James and Phyllis Breault of 11 Pinetree Road to restore their current lot to the pre-merger status of two lots.

The Breault's have applied for this action in conformance with the Town of Auburn Policy for the Restoration of Involuntary Merged Lots and within the standards of state statute (RSA 674:39-aa).

With their submission, Building Inspector / Code Enforcement Officer Carrie Rouleau-Cote has reviewed the records and the property in question, and has issued the attached Zoning Determination concerning the property and the potential return to its original two lot configuration. The "un-merger" would result in the four bulleted items listed towards the bottom of the Zoning Determination report.

Assuming the property owners still wish to have their property restored to the original two lots it had previously been, the Board would need to sign the "Notice of Lot Restoration", which is required to be filed with the Registry of Deeds to formally restore the property to its original status.

In addition to the Zoning Determination, attached for the Board's benefit is the application submitted by Mr. and Mrs. Breault inclusive of a plot plan, the Town policy governing the process, RSA 674:39-aa, and the Notice of Lot Restoration that has been prepared.

Thank you for your consideration.

Attachments



TOWN OF AUBURN, NEW HAMPSHIRE BUILDING DEPARTMENT

Zoning Determination

Property Location: 11 Pinetree Road

Tax Map/Lot # 017-003

Zoning District: Residential One (R-1)

Other:

Property Owner(s): James & Phyliss Breault

Current Use of Property: Single family 2 bedroom home with 2 sheds

Proposal: Request by property owner to un-merge 2 lots involuntarily merged in 1986.

Zoning Determination:

Breaults purchased Lot 17-3 with single family home on it from Glines in November 1984.

Existing home on Lot 17-3 is two bedroom ranch. On the merged lot, the home conforms with current zoning requirements relative to setbacks and lot coverage.

Breaults purchased adjacent vacant Lot 17-4 from Hughes in June 1986

Lots were merged in October 1986.

Breaults applied for building permit for 16 x 24 shed in June 2010. Shed was constructed and complies with zoning setbacks.

As a result of an Un-Merger:

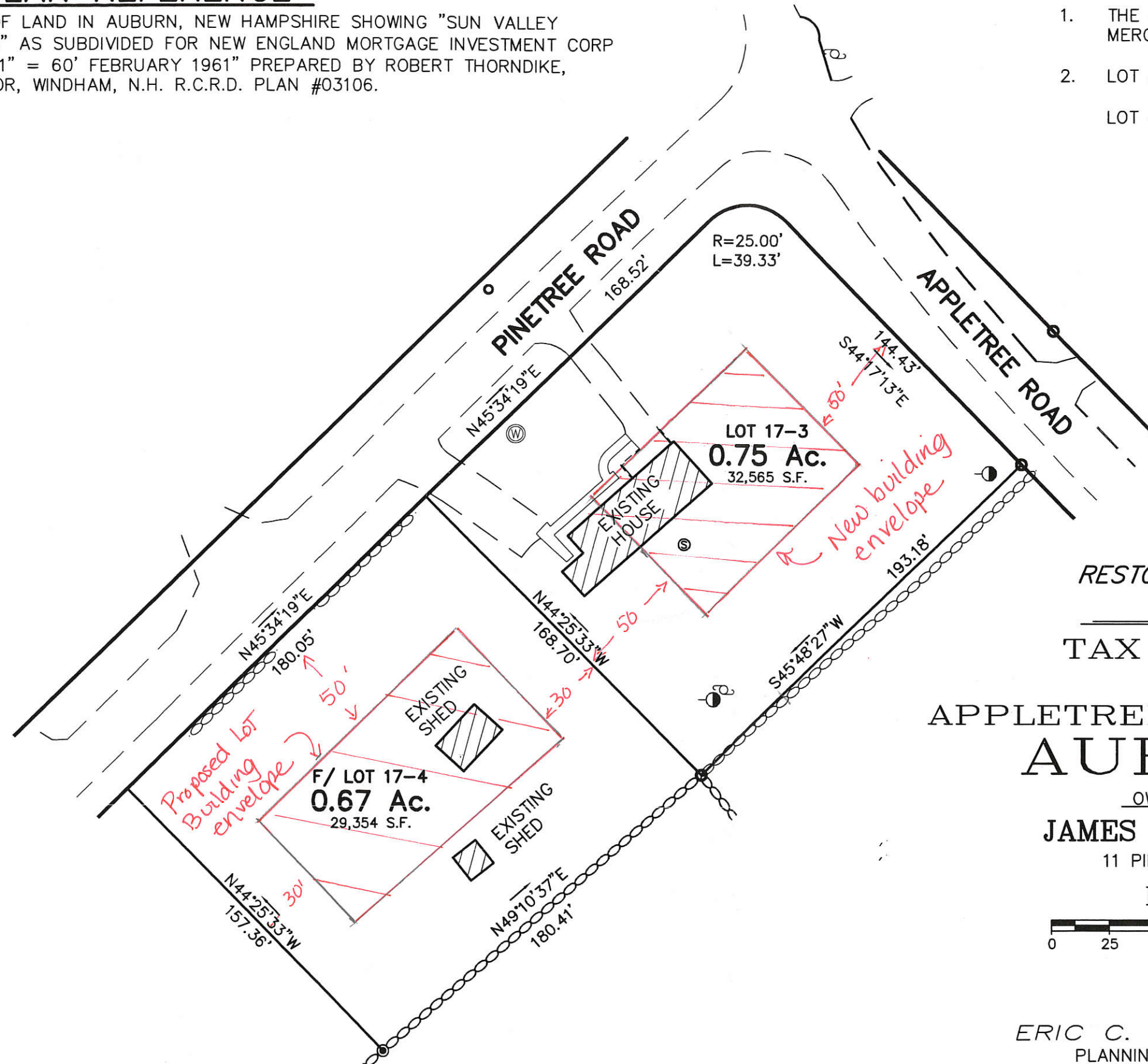
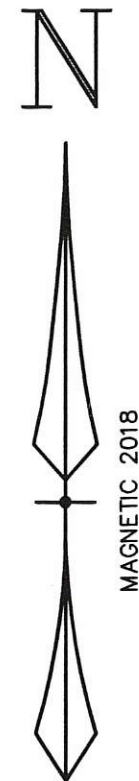
- The house on Lot 17-3 will become a non-conforming structure as it will fall within the 50' rear setback.
- The maximum building lot coverage for Lot 17-3 will exceed zoning requirement of 5% (5.66 %). If the 16 x 24 shed is relocated onto Lot 17-3 a **VARIANCE** will be required as the lot coverage will increase to 6.17%. - AZO 3.05 (4) (b).
- Protective well radius for existing drilled well on Lot 17-3 will extend onto Lot 17-4. A **"Release Form for Protective Well Radii"** under NH RSA 485-A:30-b should be filed.
- The reduced lot size may restrict the existing two bedroom home on Lot 17-3 from expansion due to septic lot loading requirements.

Carrie Rouleau-Côté
Building Official/Code Enforcement Officer

Date: 12/26/2018

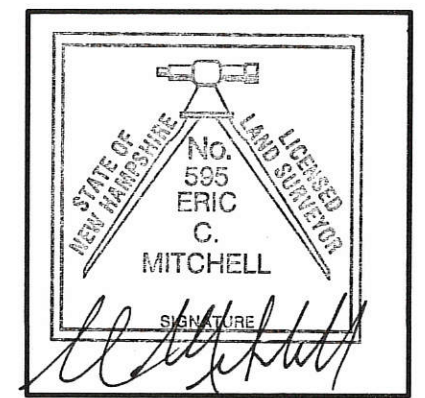
PLAN REFERENCE

1. "PLAN OF LAND IN AUBURN, NEW HAMPSHIRE SHOWING "SUN VALLEY ESTATES" AS SUBDIVIDED FOR NEW ENGLAND MORTGAGE INVESTMENT CORP SCALE: 1" = 60' FEBRUARY 1961" PREPARED BY ROBERT THORNDIKE, SURVEYOR, WINDHAM, N.H. R.C.R.D. PLAN #03106.



NOTES

1. THE PURPOSE OF THIS PLAN IS RESTORE THE INVOLUNTARILY MERGED LOTS SHOWN ON TAX MAP 17 LOTS 3 & 4.
2. LOT 3 DEED: R.C.R.D. BOOK 5441 PAGE 1101 (PARCEL 2)
R.C.R.D. BOOK 2522 PAGE 241
LOT 4 DEED: R.C.R.D. BOOK 5441 PAGE 1101 (PARCEL 1)
R.C.R.D. BOOK 2607 PAGE 432



RESTORATION OF INVOLUNTARILY MERGED LOTS PLAN

TAX MAP 17 LOT 3 AND FORMER LOT 4 APPLETREE & PINETREE ROADS AUBURN, NH

OWNER OF RECORD LOTS 3 & 4:

JAMES L. & PHYLISS BREAUT

11 PINETREE ROAD, AUBURN, NH 03032

DECEMBER 17, 2018



SCALE: 1" = 50'

PREPARED BY

ERIC C. MITCHELL & ASSOC. INC.

PLANNING - SURVEYING - ENVIRONMENTAL

P.O. BOX 10298, 106 SO. RIVER RD., BEDFORD N.H. 03110-0298

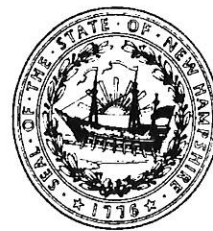
PH. (603) 627-1181

DWG: D18042WA FLD. BK/PG:

JOB NO. 18-42



State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
Subsurface Systems Bureau
29 Hazen Drive, PO Box 95, Concord, NH 03302-0095
603-271-3501 FAX 603-271-6683



Release Form For Protective Well Radii
RSA 485-A:30-b

This form must be typewritten and all signatures must be in black ink

CHECK ONE: ☐ Non-conforming Original Placement ☐ Change in Well Location

For Property owned by _____

Owner mailing address _____

Property location _____ Town/City _____

County of _____ ; as described in deed dated _____

Recorded at Book _____, Page _____, Tax Map _____, Lot _____

Subdivision Approval No. _____ Construction Approval No. _____

- I understand that my well will be located closer than the recommended extent of a protective well radius to my property line. (75' for up to 750 GPD if a dug/shallow or drilled well.)
- I understand that current state law does not protect my well beyond the boundary of my property and that the rules of the Department of Environmental Services allow a leachfield to be installed as close as 10 feet to the property line which may result in a leachfield on abutting property being installed closer than 75 feet to my well.
- I understand that I cannot prevent a leachfield from being installed on abutting property within 10 feet of the property boundary solely on the basis of my well location.
- I understand that with proper well construction, including drilling the well into bedrock, casing the well and sealing the casing, the risk of contamination from any leachfield closer than 75 feet to my well can be minimized.
- I understand that I have no cause of action against the State of New Hampshire or any owner of the abutting property if my well becomes contaminated as a result of the decreased setback distance.

Owner's Signature: _____ Date _____

Type or Print Name

Owner's Signature: _____ Date _____

Type or Print Name

*** IF THE ON-LOT PROTECTIVE WELL RADIUS IS LESS THAN THE OPTIMUM PRESCRIBED STANDARD, THIS RELEASE FORM SHALL BE RECORDED IN THE REGISTRY OF DEEDS. A COPY OF THE RECORDED FORM MUST BE SENT TO THE DEPARTMENT OF ENVIRONMENTAL SERVICES AND TO THE CODE ENFORCEMENT OFFICER OR OTHER MUNICIPAL OFFICIAL.

Town of Auburn, NH
Application for Restoration of
Involuntarily Merged Lots Pursuant to RSA 674:39-aa

Applicant Information

Owner(s) Name <u>James L. Breault & Phyllis A. Breault</u>
Address/Street Number <u>11 Pinetree Road</u>
City & State <u>Auburn, NH 03032</u> Telephone <u>(603) 860-9974</u>

*Current Parcel Information (use additional sheet if more than three parcels involved)**

	Parcel 1	Parcel 2	Parcel 3
Assessor's Map/Lot/Sub	17-3	prev. 17-4	
Street Address	11 Pinetree Rd	Pinetree Rd	
Deed Reference Book/Page	5441/1101 Parcel 2 see 2522/241	5441/1101 Parcel 1 see 2607/432	

**Please attach a copy of the deed for each parcel. Please also attach any written consent of mortgage holders, relevant surveys, site plans, approved subdivision plans, pre-merger tax bills or other documentation that you think is pertinent. This application must be submitted to the Town of Gilmanton Board of Selectmen prior to December 31, 2021. Please see the Instructions & General Information for additional details. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.*

Owner's Signature James L. Breault

Date 12-20-18

Owner's Signature Phyllis A. Breault

Date 12-20-18

Town of Auburn, NH
Application for Restoration of
Involuntarily Merged Lots Pursuant to RSA 674:39-aa

Instructions & General Information for Restoration of Involuntarily Merged Lots

In accordance with RSA 674:39-aa, any owner of a lot or parcel of land merged by municipal action for zoning, assessing, or taxation purpose prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Town of Auburn Board of Selectmen prior to December 31, 2021.*
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title by any overt act or conduct voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Town of Auburn Board of Selectmen may be appealed in accordance with the provisions of RSA 676. Prior to any action on the application by the Board of Selectmen, the property may be inspected by the Code Enforcement Officer with a report of that inspection and recommendation for action to be provided to the Board of Selectmen. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any nonconformity with existing local land use ordinances.
- e. In the event the request is granted, the property owner will be required to pay the filing fee to register a Notice of Lot Restoration at the Rockingham County Registry of Deeds.

The procedure for requesting the Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39-aa is as follows:

1. Complete the Application for Restoration of Involuntarily Merged Lots Pursuant to RSA 674:39- aa. The form must be typed or legible and completed in ink.

2. Attach copies of the following documents:

- a. Deed(s) for each lot or parcel
- b. Written Consent of each Mortgage Holder (if any)
- c. Survey (if available)
- d. Site plan (if available)
- e. Approved subdivision plan (if available)
- f. Pre-merger tax bills (if available)
- g. If the property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns"
- h. Any other documentation that you think is pertinent

Please be advised that the restoration of involuntarily merged lots may have assessment implications and may only be developed in accordance with the Ordinances of the Town of Auburn. If the request is granted, the assessment of the restored lots will be effective the following April 1st.

* RSA 674:39-aa, II (a) Amended effective August 23, 2016 (approved June 24, 2016)

received
12-20-2018

CLC

TOWN OF AUBURN

POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010 and without the consent of the owner, may request that the lots be restored to their pre-merger status.

This policy sets out the conditions and process the Town of Auburn will use to handle requests to restore these lots to their prior status.

In order to restore lots to their premerger status and all zoning and tax maps being updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Auburn Board of Selectmen prior to December 31, 2021.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Board of Selectmen may be appealed in accordance with the provisions of RSA 676.
- d. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

Application Process for the Restoration of Involuntarily Merged Lots:

Owners interested in restoring involuntarily merged lots to their premerger status shall follow the following application process:

- 1) Complete the "Application for Restoration of Involuntarily Merged Lots" and submit it to the Board of Selectmen's Office.
 - a. Document the "pre-merger" configuration of any lots by providing the following with the application:
 - i. Most current deed(s) for the lots
 - ii. If the property was obtained from an estate (inherited), attach a copy of the statutory "Notice to Cities and Towns" if applicable
 - iii. Book and Page Numbers of Recorded Deeds
 - iv. Recorded Plan Numbers
 - v. Recorded Surveys (if available) which may depict the "pre-merger" configuration of the lots.

TOWN OF AUBURN
POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

- vi. Unless such information already exists in the town records, if any part of the existing property is improved by structures, the Applicant must provide proof of location of all structures (including buildings, pools, fences, etc.), driveways, walkways and associated features; water supply wells; approximate location of septic tanks, leach beds or cesspools; and the superimposed lines of the pre-merger lot lines as requested by the Applicant.
 - vii. Abutters List (per RSA 672:3 an "Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by local land use board, and/or
 - viii. Any other information documenting your request.
- 2) The Assessing Department and the Code Enforcement Officer shall review all documents and forward any comments and/or recommendation to the Town Administrator on behalf of the Board of Selectmen within fifteen (15) business days of the receipt of the "Application for Restoration of Involuntarily Merged Lots".
 - 3) If the Town Administrator deems it necessary, the application and supporting documents may be sent to Town Counsel for review
 - 4) The Town Administrator shall schedule consideration of the Application and supporting material during a regularly scheduled meeting of the Board of Selectmen within forty-five (45) days of submittal.
 - 5) If, upon review by the Board of Selectmen, the Board determines that additional information is required; up to an additional ten (10) days will be provided to produce the additional information.
 - 6) Within ninety (90) days from the date of submission, the Board of Selectmen shall render a determination on the Application at a meeting of the Board, and shall issue a written Notice of Decision to the Applicant(s) and the Assessing Department.
 - 7) Within five (5) business days of the date of the Board of Selectmen's final decision, a copy of the written Notice of Decision shall be sent via regular mail to the Applicant(s) and shall be posted with the Assessor's / Selectmen's Office.
 - 8) If the Application has been granted (in whole or in part), the appropriate changes will be noted on the Town Tax Maps, Zoning Map, Assessor records, and shall be recorded at the Registry of Deeds.
 - 9) The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

TOWN OF AUBURN

POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

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- c. All decisions of the Board of Selectmen may be appealed in accordance with the provisions of RSA 676.
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TOWN OF AUBURN
POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

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 - 8) If the Application has been granted (in whole or in part), the appropriate changes will be noted on the Town Tax Maps, Zoning Map, Assessor records, and shall be recorded at the Registry of Deeds.
 - 9) The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

TOWN OF AUBURN
POLICY FOR RESTORATION OF INVOLUNTARILY MERGED LOTS

Right to Appeal:

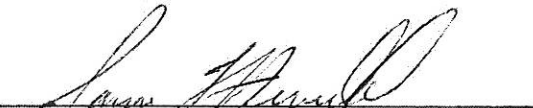
Any aggrieved party has a right to appeal the decision of the Board of Selectmen pursuant to the provisions of RSA 676.

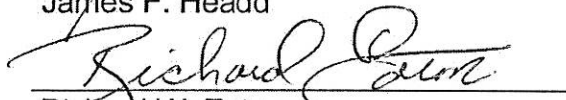
The written Notice of Decision shall state the right to appeal.

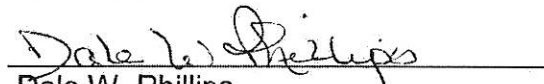
Effective Date:

This policy shall take effect upon adoption.


Adopted by the Board of Selectmen the 28th day of August, 2017.


James F. Headd


Richard W. Eaton


Dale W. Phillips
AUBURN BOARD OF SELECTMEN

Received and recorded this 13th day of September, 2017


Kathleen A. Sylvia, Town Clerk

Town of Auburn, NH
**Application for Restoration of
Involuntarily Merged Lots Pursuant to RSA 674:39-aa**

Instructions & General Information for Restoration of Involuntarily Merged Lots

In accordance with RSA 674:39-aa, any owner of a lot or parcel of land merged by municipal action for zoning, assessing, or taxation purpose prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Town of Auburn Board of Selectmen prior to December 31, 2021.*
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 - c. Survey (if available)
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 - e. Approved subdivision plan (if available)
 - f. Pre-merger tax bills (if available)
 - g. If the property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns"
 - h. Any other documentation that you think is pertinent

Please be advised that the restoration of involuntarily merged lots may have assessment implications and may only be developed in accordance with the Ordinances of the Town of Auburn. If the request is granted, the assessment of the restored lots will be effective the following April 1st.

* RSA 674:39-aa, II (a) Amended effective August 23, 2016 (approved June 24, 2016)

Town of Auburn, NH
**Application for Restoration of
 Involuntarily Merged Lots Pursuant to RSA 674:39-aa**

Applicant Information

Owner(s) Name _____ Address/Street Number _____ City & State _____ Telephone () _____

*Current Parcel Information (use additional sheet if more than three parcels involved)**

	Parcel 1	Parcel 2	Parcel 3
Assessor's Map/Lot/Sub			
Street Address			
Deed Reference Book/Page			

**Please attach a copy of the deed for each parcel. Please also attach any written consent of mortgage holders, relevant surveys, site plans, approved subdivision plans, pre-merger tax bills or other documentation that you think is pertinent. This application must be submitted to the Town of Gilmanton Board of Selectmen prior to December 31, 2021. Please see the Instructions & General Information for additional details. By submission of this application, the property owner does hereby consent to the inspection of the property by the Town.*

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:39-aa

674:39-aa Restoration of Involuntarily Merged Lots. –

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2021.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Source. 2011, 206:4, eff. July 24, 2011. 2016, 327:2, eff. Aug. 23, 2016.

NOTICE OF LOT RESTORATION

James & Phyliss Breault
(Owners)

11 Peachtree Road, Auburn, NH
(Address of Property)

11 Peachtree Road
(Mailing Address)

000017-000003-000000
(Town Tax Map/Lot)

Auburn, NH 03032
(City, State, Zip Code)

Book 5441, Page 1101
(Deed Reference)

At its meeting on January 7, 2018, the Auburn Board of Selectmen granted the request of James & Phyliss Breault for Restoration of Involuntarily Merged Lots pursuant to RSA 674:39-aa, by motioning to restore current Map 000017-000003-000000 to its premerger status of two lots previously known as Map 0017, Lot 000003, Sub lot 20, Section I Sun Valley and Map 0016, Lot 000004, Sub lot 21, Section I Sun Valley.

The restoration of these lots to their premerger status shall not be deemed to cure any non-conformity with the existing local land use ordinances. Any development or redevelopment of either lot shall conform to land use ordinances unless relief has been granted in accordance with such ordinances and State Law.

The foregoing is a true and accurate record of the decision of the Auburn Board of Selectmen.

James F. Headd, Chairman

Richard W. Eaton, Selectman

Keith N. Leclair, Selectman
AUBURN BOARD OF SELECTMEN

State of New Hampshire

SS.

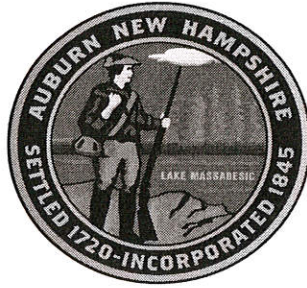
A.D. 2017

Personally appeared the above subscribed, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged executing the same on behalf of the Town of Auburn for the purposes therein set forth.

Notary Public / Justice of the Peace (Seal)

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: December 19, 2018

Re: Adjustment to Credit Card Policy

At the Board's December 17th meeting, Fire Chief Mike Williams requested the ability to have a credit card assigned to the Fire Department for its use, which the Board members were unanimously in support of providing.

The Finance Director and the Fire Chief have worked out the mechanics for this, and I believe a Home Depot card is now with the Fire Chief following the Board's decision.

The Finance Director recommended the Board take a further step of amending the Town of Auburn Credit Card Policy to be inclusive of the Auburn Fire Department / Fire Chief. At the present time, the policy specifically indicates credit cards would only be retained at the Town Hall or the Police Department.

Attached is a proposed adjustment to the policy for the Board's consideration which in two separate places notes that credit cards would be retained at the Town Hall / Selectmen's Office, Fire Chief's office and Police Department.

If the Board is in agreement with the proposed amendment to the policy, the following motion would be appropriate:

Move to amend the Town of Auburn Credit Card Policy to include the Town Hall / Selectmen's Office, Fire Chief's Office and Police Department as the holders of vendor specific credit cards issued to the Town of Auburn.

Thank you for your consideration.

Attachment

TOWN OF AUBURN CREDIT CARD POLICY

This policy is intended to provide the procedures approved by the Board of Selectmen for the use of credit cards throughout the Town of Auburn. The Town of Auburn has limited the use of credit card to specific vendor credit cards only (i.e. Staples, HD). There is no allowed usage for general credit cards (i.e. Visa, Discover). All credit card accounts will be issued in the name of the Town of Auburn and not to individuals who work for or represent the Town of Auburn. When not in use the credit cards are to be retained in a safe place within the office of the Town Hall, Fire Chief or Police Department and are not to be kept by individuals or in other Town locations.

SCOPE

The Board of Selectmen will make all decisions regarding the issuing of credit cards and establishing controls for their use.

APPLICABILITY

This procedure applies to all departments of the Town of Auburn and includes electronic purchases.

USE OF CREDIT CARD

The credit card(s) will not be used for personal purchases of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing the Town is prohibited. The credit card is to be used for Town business purchases only.

The following guidelines are necessary when using credit cards issued to the Town of Auburn, the purchaser will

- 1) ensure that the goods or services are budgeted for and allowable under law and applicable Town policies;
- 2) have the expenditure approved by the Department Head prior to payment;
- 3) not use the credit card for large purchases, amounts over \$1,500;
- 4) use the credit card when practical; and,
- 5) obtain a printed receipt for any credit card transaction.

When use of a credit card is determined necessary, the individual will need to request the physical card from the office of the Board of Selectmen, Fire Chief or Police Department. The credit cards shall be returned immediately after use. At no time should a credit card be kept by an individual in his or her possession except while necessary to make the purchase and to return the card to its secure location in Town.

TOWN OF AUBURN CREDIT CARD POLICY

DOCUMENTATION AND PAYMENTS

- 1) Documentation - Original receipts should be submitted to Town Hall, Accounts Payable with a description of the item, department/account to be charged for the item and approval from Department Head.
- 2) Missing Documentation - The person using the card is responsible for obtaining a receipt when purchases are made by credit card. If it is found that a receipt is missing or lost the user must inform Accounts Payable with a description of the item, department/account to be charged, amount of item(s), and approval of the expenditure by the Department Head.
- 3) Returns – It is the responsibility of the purchaser to return or exchange any item(s) found to be defective, faulty or not needed. Any credit should be put against the same card that the purchase was made and at no time should a cash refund be accepted. Credit receipts should be submitted to Town Hall, Accounts Payable with a description of the item returned and the department/account to be credited.
- 4) Payments – Credit cards will be paid by statements and not by individual receipts. The process will match up receipts and credits to statements and the statement will be paid in full along with other accounts payable items on a bi-weekly basis. All payments made by the Town of Auburn are done by paper check. No payments are to be made electronically.
- 5) Disputed Items - Should there be an item(s) on a statement that does not have the proper backup or is in dispute, Accounts Payable will follow through with any corrective action that may be needed. This can include, but is not limited to, contacting the credit card company, getting a copy of the receipt, and any other action necessary to resolve the dispute.

Improper use of the credit cards will not be tolerated. Each Department Head is responsible for insuring employees within their Department adhere to the Town's credit card policy. Should corrective action be deemed necessary the Department Heads will follow the procedures outlined in the Town's Personnel Policy for Disciplinary action.

This Credit Card Policy supersedes any previous Credit Card Policy or other written or verbal statement of policy, or actual practice, which may have been previously issued or followed by the Town, its employees or any governing boards.

EFFECTIVE DATE

~~The original policy took effect on May 1, 2013. The revised policy shall take effect on January 7, 2019.~~

Deleted: This

Deleted: shall take

TOWN OF AUBURN
CREDIT CARD POLICY

Adopted by the Board of Selectmen the 7th day of January, 2019.

Deleted: 29th

Deleted: April

Deleted: 2013

James F. Headd

Deleted: Russell C. Sullivan

Richard W. Eaton

Deleted: James F. Headd

Keith N. Leclair

Deleted: Paul M. Raiche

AUBURN BOARD OF SELECTMEN

Received and recorded this ____ day of _____, 2019

Deleted: 2013

Kathleen A. Sylvia

, Town Clerk

Deleted: Joanne T. Linxweiler

Alan Villeneuve
61 Spofford Road
Auburn, NH

December 17, 2018

Mr. James Headd
Chair, Board of Selectmen
Auburn, NH

Mr. Headd,

Please accept this letter as notice of my resignation from the Auburn Conservation Commission. It has been my honor to have served. I appreciate the confidence the Board showed in appointing me some time ago.

Sincerely,

Alan Villeneuve

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: January 2, 2019

Re: Lawn Care and Maintenance Proposals

The Town and School District received a total of eight proposals for lawn care and maintenance service in 2019 as of the December 27th deadline for submission. We had placed a combined solicitation for all Town properties, the two cemeteries and the school district property.

In terms of raw totals, the proposals range from a low of \$42,455 for all combined work to a high of \$82,396. Attached is a summary report of the submissions and the basic submissions from the eight vendors for your review.

It would appear if we seek one vendor for all work, NE Acreage Group of Leominster, MA provided the best total proposal at \$42,455. However, if we look at the individual components, it would appear NE Acreage Group provided the Town the best proposal at \$25,655, while Blue Sky Landscaping of Deerfield gave the School District the best proposal at \$2,500, and Kenyon Lawn and Property Maintenance of Auburn provided the best proposal for the cemeteries at \$13,050.

The solicitation allows for the awarding of all work to one vendor or components to separate vendors.

This information has been shared with the Cemetery Trustees, the Parks & Recreation Commission and Scott Dube, Maintenance Director for the Auburn School District. I am aware the Cemetery Trustees and Mr. Dube intend to attend the Board's meeting on January 7th to potentially discuss these proposals. I understand the Cemetery Trustees are favorable to the proposal submitted by Kenyon Lawn and Property Maintenance for the work in the Auburn Village Cemetery and Longmeadow Cemetery.

There has been no review effort made yet on any of these vendors. It was our expectation the Board would want to consider these, receive input for the other folks involved, and then perhaps focus attention on one or two vendors for reference checks.

Thank you for your consideration.

Attachments

TOWN OF AUBURN, NEW HAMPSHIRE

BID CANVAS REPORT

PROJECT: **Lawn Care and Maintenance
Proposals**

Date: December 27, 2018
Time: 2:00 PM

Vendor	Bid Submitted
1) Blue Sky Landscaping LLC Sean St. Pierre Deerfield	\$67,166.00 \$61,150.00 – if awarded all properties
Town Properties School District Cemeteries	\$32,266.00 \$ 2,500.00 \$32,400.00
2) DJ Landscaping of Derry, LLC Eric and David Haddad Derry	\$62,786.00
Town Properties School District Cemeteries	\$43,541.00 \$ 4,269.00 \$14,976.00
3) ASAP Landscape & Design, LLC Don Wescott Bow	\$56,000.00
Town Properties School District Cemeteries	\$27,000.00 \$ 6,000.00 \$32,400.00
4) Trimmers Landscaping, LLC Angela Brockney Londonderry	\$82,396.00 <i>Cost assumes 26 mowings (See Attached Spreadsheet with Per week or per service costs.)</i>
5) Great Horizons, LLC Teri Baker Brentwood	\$ 47,370.00
6) NE Acreage Group, Inc. Leominster, MA	\$42,455.00
Town Properties School District Cemeteries	\$25,655.00 \$ 3,400.00 \$13,400.00
7) Kenyon Lawn and Property Maintenance, LLC John Kenyon Auburn	\$48,905.00
Town Properties School District Cemeteries	\$32,305.00 \$ 5,300.00 \$13,050.00
8) Stanwood Landscaping Newburyport, MA	\$67,500.00
Town Properties School District Cemeteries	\$39,070.00 \$ 4,630.00 \$23,800.00

PLANNING BOARD
TOWN OF AUBURN

January 3, 2019

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

Re: 11 Rockingham Road
Tax Map 31, Lot 19
Surety Reduction Recommendation

Dear Mr. Headd:

On December 19, 2018, the Planning Board voted to recommend The Board of Selectmen approve the reduction of surety currently held by the Town of Auburn in the amount of \$41,761.50. The recommendation is to reduce it by \$28,172.10 leaving a balance of \$13,589.40. This remaining surety is for the remaining work items listed in Stantec's letter dated November 9, 2018. Stantec will revisit the site again before they will recommend the final release of the remaining surety.

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

Sincerely,



Denise Royce
Land Use Administrator

cc: Auburn Planning Board

**UNAPPROVED MINUTES
Town of Auburn
Planning Board
December 19, 2018**

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

Absent: Tom LaCroix, Alternate.

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight.

Mr. Poltak moved on to the approval of the minutes for October 3rd as well as the minutes of November 14th.

MINUTES

Mr. Porter moved to approve the minutes for December 5th, 2018 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed unanimously.

GENERAL BUSINESS

**Informal – Wayne Kenney
11 Rockingham Road, Tax Map 31, Lot 19
Zoned Commercial Two
Discuss Landscaping and Reduction of Surety**

Mr. Poltak began by saying that the Board is in receipt of a letter from Stantec recommending the reduction of surety from \$41,761.50 to be reduced down to \$13,589.40. Mr. Poltak went on to say that, he had spoken with Mr. Tatem as well as Ms. Royce who indicated that most of the work has been completed except for the remaining work needed to be done which is covered by the \$13,589.40. (A copy of Stantec's letter dated November 9, 2018 can be found in the file along with a copy of these minutes) Mr. Poltak also pointed out to the Board members that they have a planting issue which is included in the surety amount to be held and therefore recommended that the Board vote to reduce the surety at this time.

Mr. Rolfe had one question for Mr. Kenney who was present at tonight's hearing and asked if the top coat was down on the parking lot. Mr. Kenney said no because he still had big trucks going in there but that he did have the lines painted. With that said, Mr. Grillo prepared a motion.

Mr. Grillo made a motion to approve the reduction of surety from \$41,761.50 to the amount of \$13,589.40 for 11 Rockingham Road, Tax Map 31, Lot 19, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed unanimously.

Mr. Kenney's attorney wanted to address the Board regarding the requested plantings and pointed out that, the plan indicates that, in the event that the current plantings do not survive that he would replace them with what is shown on the plan. The attorney pointed out that, Mr. Kenney has done that and read the minutes of the last meeting of the approval where Ms. McCourt spoke about the plantings and was unclear as to what the Board was looking for. Mr. Poltak explained that, the Board members expectation that if we were to lose the arborvitaes that they would be replaced. Mr. Poltak stated that he is a stickler with regard to landscaping and that when it was decided that the arborvitaes had to go then the understanding that is contained within the minutes was that they would be replaced as he already said. Mr. Poltak went on to say that, they reaffirmed this in the follow up meetings that took place afterwards. A brief discussion ensued with regard to the landscaping and in conclusion Mr. Poltak pointed out that, as you enter the driveway to the right that the landscaping is complete but would like more screening on the right side. Mr. Kenney's attorney reiterated what was on the plan which was "that if the existing plantings do not survive that what is shown on the plan would replace the lost arborvitaes. Mr. Poltak stated that, that plan was done after and that Ms. McCourt knew full well what the Board wanted if the existing arborvitaes were to not make it. Mr. Poltak explained that, the main purpose was to screen that side of the building from the road.

Mr. Poltak asked the Board members if they had any comments. Mr. Rolfe pointed out that Mr. Kenney was supposed to attend a number of meetings and never showed up so the Board took it upon themselves to make a decision. Mrs. Marzloff also stated that, what the Board was looking for was further screening from the road. Mr. Edwards commented that, he does not have a vote on this but would ask the Board to try to help the property owner with some flexibility for him as the owner of the property. Mr. Kenney thought that arborvitaes were unsightly and didn't like them when they were there.

Mr. Poltak wanted it noted that, Mr. Kenney still has some work to do on that side of the building and that the Board is looking for arborvitaes and they are looking at putting in a few maple trees and the point is that they recognize that the Board is not satisfied. Mr. Kenney and his attorney acknowledged that the Board was not satisfied with the current plantings on the right side of the entrance to the property. With that said, Mr. Poltak asked Mr. Kenney and his attorney to come back in the spring with a design plan and that the Board would review it at that time because nothing can be done right now anyways. Mr. Poltak went on to say that, what's there now is simply inadequate and to come back with a plan that is acceptable to everyone. Mr. Kenney's attorney commented that they should

come back in March or April. Mr. Poltak said yes. Everyone was in agreement and the discussion ended. Mr. Kenney and his attorney exited the meeting at this time and the meeting moved on to discuss the zoning ordinances.

OTHER BUSINESS

Discuss Zoning Ordinance Changes

Mr. Poltak wanted to discuss with the Board the following possible zoning ordinance changes and stated that he has discussed with Mr. Tatem and Mr. LaBranche relative to the Senior Housing objective they have as well as the lighting within the commercial/industrial zone requirements in our ordinances. Mr. Poltak stated that he requested a work plan for each of them written as well as an estimate of cost to us by the first week of January and they agreed they could get it to us by January 2nd. Mr. Porter asked Mr. Poltak if he had a date set for that yet. Mr. Poltak explained that he would like to get it by January 2nd and then get it to each of the Board members to review and then set up a date for discussion. Mr. Poltak asked if everyone wanted a hard copy or were they fine with a digital copy. Mrs. Marzloff and Mr. Poltak both wanted a hard copy to make notes as they went through it.

Mr. Poltak moved on to discuss what Mrs. Rouleau-Cote wanted to address on the warrant with regard to Article 6 – Floodplain Management Ordinance which was pretty straight forward which we will be moving forward with that. Mr. Poltak went on to discuss that, they have already begun discussions with the attorney regarding zoning changes and wanted to share with the Board the mandatory state statute dates that they have to work with regarding zoning changes. Mr. Poltak stated that, the date has come and gone in regard to any citizen petitions which we did not receive any this year. January 3rd is the last day they can post the notice for the first hearing and January 14th is the last day they can conduct the first hearing. The first hearing is all that is necessary unless we have major changes as a result of the input of the Public Hearing. The posting date for the second hearing is January 17th and the date upon which the second hearing must be held is January 28th. Mr. Poltak wanted to utilize January 14th as the Selectmen will not be meeting on this date and therefore would like to utilize this date. It was agreed that they would utilize these dates.

The Board reviewed the calendar for January and decided to hold the Planning Board meetings on Wednesday, January 9th and Wednesday, January 23rd due to the holiday on January 1st. Mr. Poltak agreed and decided to use January 23rd for the second Public Hearing.

Mr. Poltak talked about the SNHPC meeting pertaining to Accessory Dwelling Units and informed the Board members what had transpired at that session which is a work in progress. In conclusion, Mr. Poltak informed the Board members that he asked the executive director of SNHPC if they could do a presentation on the application of the



November 9, 2018

File: 195113283

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

Dear Mr. Poltak,

**Reference: Auburn, NH
Kenney Site Plan
Remaining Work List, Surety Reduction and C.O. Recommendation**

At the request of the Building Department we visited the subject site on November 8, 2018 to view the completion of the site work. Below is a list of remaining work items that we recommend be completed. In addition, Item #7 recommends a reduction to the existing reclamation surety, which must be replaced with a remaining work item surety.

The following is a list of items generated from the above-noted site visit:

1. The fire lane striping and signage must be completed.
2. The guardrail at the end of the fire lane, which was agreed to be installed during construction (not shown on the plans), must be installed.
3. The mailbox and associated outdoor lighting must be completed.
4. The stop sign and painted stop bar must be installed.
5. The parking lot striping must be completed.
6. The horizontal grate on the detention basin outlet structure must be attached with galvanized hardware. The bolts must be attached to the concrete with epoxy. Expansion bolts are not permitted.
7. The existing, \$41,761.50 reclamation surety must be replaced with a remaining work surety in the amount of \$13,589.40 (see attached estimate).
8. Prep the binder course pavement and place the wearing course pavement.
9. Restripe the parking lot, stop sign, and fire lane striping after the wearing course pavement is placed.
10. After the site is fully stabilized, all temporary erosion control measures must be removed.
11. The diversion swale along the eastern (uphill) side of the entrance driveway must be constructed, per the approved plan.
12. The existing landscaping buffer which was removed must be replaced.
13. The drainage structure lifting pockets must be filled with a cementitious patch.
14. Stamped as-built plans must be submitted for review and approval.



November 9, 2018
Mr. Ron Poltak
Page 2 of 2

**Reference: Auburn, NH
Kenney Site Plan
Remaining Work List, Surety Reduction and C.O. Recommendation**

After items #1 through item #7 are complete, we take no exception to the issuance of the requested certificate of occupancy. Items #8 through #14 must be completed prior to the final release of the site surety:

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

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

Attachment: Remaining Work Item Surety Estimate

c. Wayne Kenney, Developer
Carrie Cote, Building Inspector
R. LaBranche, Stantec

TOWN OF AUBURN, NEW HAMPSHIRE
SITE PLAN REMAINING WORK ITEM SURETY ESTIMATE

Map 31 Lot 19 Name of Project: **WAYNE KENNEY SITE PLAN**
Date: November 9, 2018

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 <u>Remaining Work Items</u>				
a Prep and place wearing course pavement	60	TON	\$85.00	\$5,100.00
b Parking lot striping and stop bar	1	L.S.	\$4.00	\$4.00
c Remove erosion control measures	1	L.S.	\$1,000.00	\$1,000.00
d Construct and stabilize diversion swale	1	L.S.	\$1,500.00	\$1,500.00
e Replace removed landscape buffer trees	12	EA	\$250.00	\$3,000.00
f Patch lifting pockets for all drainage structures	1	EA	\$250.00	\$250.00
g As-Built Plans	1	LS	\$1,500.00	\$1,500.00
			SUBTOTAL	\$12,354.00
2 10% Contingency				\$1,235.40
3 Required Surety			TOTAL:	\$13,589.40

**TOWN WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 2, 2019, at 9:00 a.m.**, for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 12, 2019**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

First: To bring your ballots for:

- Selectman for three years
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of the Trust Funds for three years
- Police Commission for three years
- Planning Board for three years

Second: To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NH RSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – www.auburnnh.us)

Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

Amend Article 4.08(4) “V” Village Center District: to exclude Multi-Family units as a permitted use; delete as permitted uses by special exception Workforce Housing, Multi-Family and Duplex Dwelling Units; increase the required lot size from one (1) acre to two (2) acres; increase side yard setbacks from twenty (20) feet to thirty (30) feet; and, increase rear yard setbacks from twenty (20) feet to fifty (50) feet.

[NOTE: A copy of the text of the proposed amendment is available for review at the Auburn Town Offices and is also posted with the text of the proposed amendments at the Auburn Town Offices and on the Town of Auburn web site – www.auburnnh.us.]

Are you in favor of the adoption of Amendment No 2 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

Delete Article 6 Flood Plain Development Regulations in its entirety and replace it with Article 6 Floodplain Management Ordinance. If adopted, the ordinance will more clearly identify National Flood Insurance Program regulations and make them more understandable to town officials and the public. Sections identifying the local floodplain administrator responsibilities and to clarify the local administrator's role in regards to floodplain development permitting have been added.

[NOTE: A copy of the text of the proposed amendment is available for review at the Auburn Town Offices and is also posted with the text of the proposed amendments at the Auburn Town Offices and on the Town of Auburn web site – www.auburnnh.us.]

Third: To see if the Town will vote to approve the cost items related to the first year of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$46,052 over FY 2018 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Forty-six thousand, fifty-two dollars (**\$46,052**), to fund those cost items for FY 2019. Cost items for FY 2020 and FY 2021 will be presented to the voters for their approval in March 2020 and March 2021 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen) (Recommended / Not Recommended by the Budget Committee)**

Fourth: To see if the Town will vote to change the purpose of the existing Police Detail Revolving Fund previously established in 2008, from only being expended for Police detail payroll and related overhead to being expended for police detail payroll and related overhead and other police service related purposes as allowed in RSA 31:95-h. This account is funded by police detail revenue and there will be no funds raised from general taxation. (Two-thirds vote required) **(Recommended by the Board of Selectmen)**

Fifth: To see if the Town will vote to raise and appropriate the sum of Thirty-thousand dollars (**\$30,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2018 with no additional amount to be raised by taxation in 2019. **(Recommended / Not Recommended by the Board of Selectmen) (Recommended / Not Recommended by the Budget Committee)**

Sixth: To see if the Town will vote to establish an Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, for the construction, reconstruction or improvement of Town-owned lands and property to be known as the Town Property Rehabilitation Expendable Trust Fund; to raise and appropriate the sum of Fifty-thousand dollars (**\$50,000**) to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2018; and to designate the Board of Selectmen as agents to expend from this fund. **(Recommended / Not**

Recommended by the Board of Selectmen) (Recommended / Not Recommended by the Budget Committee)

Seventh: To see if the Town will vote to change the percentage of revenues of future payments of Land Use Change Tax (LUCT) collected pursuant to RSA 79-A: 25 to be deposited into the existing Conservation Fund previously established in accordance with RSA 36-A: 5, III. Since 2002, 100% of the LUCT collected has been deposited in the Conservation Fund, and it is proposed to change that to ____% to the Conservation Fund and ____% to the Town's General Fund. If adopted this article shall take effect April 1st, and shall remain in effect until altered or rescinded by a future vote of the Town. (Majority vote required) **(Recommended / Not Recommended by the Board of Selectmen) (Recommended / Not Recommended by the Budget Committee)**

Eighth: To see if the Town will vote to discontinue subject to gates and bars the upper portion of Dartmouth Drive at a point just above the driveways of 60 Dartmouth Road (Tax Map #18, Lot #10) and 65 Dartmouth Drive (Tax Map #18, Lot #5) by establishing a turn-around for highway maintenance vehicles at this point and to cease maintenance of the remainder of the road.

Ninth: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,553,360**? Should this article be defeated, the default budget shall be **\$5,432,651**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Tenth: To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this 21st day of January 2019.

James F. Headd, Chairman

Richard W. Eaton, Selectman

Keith N. Leclair, Selectman
Auburn Board of Selectmen

Town of Auburn

Town Hall
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Town Administrator

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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: January 4, 2019

Re: Town Hall Porch and Painting Project

Since the Board's December 17th approval of Change Order #2 to address the manufacture, painting and installation of handrails, and the installation of clapboards, corner boards and baseboard in the rear of the air compressor units, work has progressed on the punch list for the Town Hall Porch and Painting.

On December 27th and 28th, the repairs were made to the soffits and recessed lights on the front porch. Prior to that, the vendor had installed the handrails and had addressed the space between the bottom of the outer wooden handrails and the stairs.

At this point, work remaining includes the replacement of the siding behind the air compressors in the rear of the building and the second coat of paint as needed. This work will be done in the early spring.

In terms of funds, the Town had been holding \$10,540 from the original work approved for this project. With the Board's approval of Change Order #2 on December 17th, another \$1,800 was added to the total bringing the holdback at this point to \$12,340.

On January 3rd, I received the attached request from Target New England that is seeking payment of \$6,340.00 for work completed to date with the balance of \$6,000.00 to be held by the Town and paid in the spring when work is completed.

I advised the vendor I would share their request with the Board for your determination.

Thank you for your consideration.

Attachment



TARGET NEW ENGLAND

Historical Restorations

Wednesday, January 02, 2019

Bill,

This letter is to confirm our conversation on December 27, 2018 which we agreed that I would remove the old soffit material around the lights in the front soffit and replace with new pieces cut to fit around the can lighting. We agreed that the black handrails were installed to your liking. We also discussed submitting this letter as a partial bill for work completed. We have to date completed everything on your punch list except for the second coat of paint in specific areas and the replacement of the siding behind the air compressors in the rear of the building with a 4' x 8' sheet of white poly and trim of the same material.

We are submitting this bill for \$6,340.00 for work completed to date and the remaining \$6,000.00 to be paid in the spring when the final work is totally completed.

Thank you in advance,

Bob Gonyea

**Town of Auburn
Board of Selectmen
Workshop Meeting
December 13, 2018**

Selectmen Present: James Headd, Richard Eaton and Keith Leclair

Also Present: Rick Alpers and Shelley Walts, Primex Member Services Consultants; and Town Administrator William Herman.

Mr. Headd called the meeting to order at 9:30 a.m.

Facilitated Meeting – Town of Auburn Goal Setting Session

Mr. Alpers opened the meeting by thanking the Board of Selectmen for inviting Primex to assist the Town of Auburn with a goal setting session to assist in better defining and outlining their goals for the community for the coming year.

Mr. Alpers provided brief introductions of Shelley Walts and himself, and of Primex as an organization. He then outlined the process and guidelines for the meeting, all aimed at formally establishing the top two to three goals for the Town in the coming year.

The first portion of the workshop was focused on reviewing the goals established for 2018 by the Board of Selectmen and what degree of success was achieved during the past year. The summary of 2018 goals and action taken includes:

- *Focus on potential economic development efforts to bring either water service to areas on By-Pass 28 and potential water and gas lines near Exit 2 of Route 101.*

The Board noted a zoning amendment proposed in March 2018 that would have re-zoned a large tract of land adjacent to Exit 2 as commercial property was turned down by the voters. Liberty Utilities is advancing a gas line project known as Granite Bridge which would bring the potential of natural gas service into this area.

- *Study and examine the future of Parks and Recreation Department.*

Mr. Herman reported the Board had authorized a local survey and interview process with small focus groups as to wants and expectations from the Town's Parks & Recreation Commission. This information was compiled and presented at a larger facilitated meeting at the end of June with representatives of all stakeholders to help shape an overall direction for Parks & Recreation. He indicated the facilitated meeting lead to the Board changing the position of the Parks & Recreation Coordinator to be responsible for the budgeting, purchasing

and general management of the parks & recreations programs and of the two part-time maintenance employees. He also noted some membership on the Parks & Recreation Commission has changed, which has also provided a slightly different perspective to the Commission and some of the goals they are establishing. In general, he believed the changes made have been received positively.

- *Construction of a new Town-owned storage building.*

The Board noted the project was pulled from the 2018 Town Meeting Warrant once there was not support for the proposal from the Budget Committee. The Board appointed a new committee to work on the process in 2018, and a new approach to focus on an addition to the Safety Complex to meet the needs of the Police Department has emerged, while storage space for Parks & Recreation will be addressed separately.

- *Redesign of Town-wide budget process.*

Mr. Herman reported the Board endorsed this concept and this year the administration worked with Town boards, department heads and others to develop the FY 2019 budget proposal approximately two months earlier than normal to enable the presentation of an entire budget package to the Board of Selectmen and to the Budget Committee at the beginning of the annual process. This allowed both boards to see the whole up front, as opposed to getting the budget piece by piece in a building block approach. He felt there are improvements yet to be made, but he had indications several departments felt it had helped them in developing a better product, while he felt the initial overview of a whole package had been helpful to the two Boards. Mr. Leclair indicated he felt it was helpful, but would like to see the larger discretionary items be brought to the Board towards the end of the process after they have seen the whole budget and then acted on most of the individual sections of the budget.

Mr. Alpers complimented the Board for focusing on the goals they set for the past year and accomplishing a lot of what they set out to do, also recognizing that several items were long-term efforts and would not have been fully accomplished in a year's time.

The second portion of the workshop was structured for each member of the Board of Selectmen and the Town Administrator to suggest what they individually felt were the top two or three goals for the Town for the coming year. Mr. Alpers provided some time for the Board members to discuss items with each other.

When the meeting resumed, the Board indicated they were in agreement on two major goals for the coming year, which were somewhat carryovers from the current year. They are:

- Focus development efforts on the southern end of the community along By-Pass 28 when it was possible to bring water service to the area. A potential development of 55+ housing in the area may be the catalyst to bring water to the immediate area, which could be continued to other properties. Encouraging the Planning Board to invite the developers in for further conversations, while also encouraging the Planning Board to re-examine the provision of cluster development regulations would be key steps. The potential re-establishment of the Auburn Development Authority to focus on potential economic development efforts to expand the business and commercial base of the community was also a consideration.
- Focusing attention and decision making on storage and building needs for the Police Department and Parks & Recreation remains a major need and focus for the coming year. It is hoped a formal project may be prepared to go to the voters in March 2020.
- Taking steps to plan for the electronic storage of town records and to develop an implementation plan for how that might occur and when it might happen.

The Board and Town Administrator agreed on what they felt could be reasonable time frames for significant progress or completion of each of the goals identified.

Mr. Alpers and Ms. Walts will formalize the information developed during the workshop meeting and provide the Selectmen and the Town Administrator with a document they can use with the Town departments and public in communicating their goals for the coming year.

Adjourn

Mr. Eaton moved to adjourn; Mr. Leclair seconded the motion. All were in favor, the motion passed and the meeting adjourned at 11:00 a.m.

**Town of Auburn
Board of Selectmen
December 17, 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, Fire Chief Mike Williams, Executive Councilor Ted Gatsas, Parks & Recreation Commissioners Pat Kelley, David Oliveira, and Lisa Canavan, Todd Bedard, Cemetery Trustees Don Dollard and Jim Thompson, Parks & Recreation Coordinator Amy Lachance, Rep. Tony Piemonte, Tom Lacroix, William Herman, Town Administrator and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Approval of Payroll for the Week of December 10, 2018 - \$53,948.51

Mr. Eaton motioned to approve the Payroll for the Week of December 10, 2018 in the amount of \$53,948.51. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of December 10, 2018 - \$17,367.24

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of December 10, 2018 in the amount of \$17,367.24. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Item for the Week of December 17, 2018 - \$80,539.23

Mr. Eaton motioned to approve the Accounts Payable Item for the Week of December 17, 2018 in the amount of \$80,539.23. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of December 17, 2018

Mr. Headd read out loud and offered for inspection a copy of the Consent Agenda for the Week of December 17, 2018 some of which included: one (1) Tax Collector's Warrant/Land Use Change Tax, one (1) Abatement Application to Municipality, two (2) Abatement/Refund Requests, one (1) Five-Year Assessor's Proposal/2019-2023, one (1) Settlement Agreement/Tax Year 2016 & 2017 and two (2) pistol/revolver licenses.

Mr. Eaton motioned to approve the Consent Agenda for the Week of December 17, 2018. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Public Hearings

Robie Family Burial Ground

Mr. Herman advised at the Board's September 24, 2018 meeting, a request was received by the Cemetery Trustees from the Wethersfield Homeowner's Association for the Town to consider accepting maintenance of the Robie Family Burial Ground and the Board agreed to commence the statutory process of determining if any descendants of the Robie Family had interest in maintaining the cemetery.

The Town, as required by statute, ran a notice in the Union Leader on October 1st as well as placing notices around the community, the town webpage and the December edition of the Auburn Village Crier. A Public Notice was posted for this December 17, 2018 meeting on September 27, 2018. Mr. Herman advised no one has come forward.

The Cemetery Trustees included a \$2,000 line item in their FY2019 budget in anticipation of this action.

Mr. Leclair moved to formally determine the Robie Family Burial Ground has been neglected for a period of 20 or more years and, as a result, declare the burial ground to be abandoned. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Withdrawals & Expenditures from Town Buildings Capital Reserve Fund

Mr. Herman advised the building improvements approved by the Board earlier for the Safety Complex, the Pingree Hill Fire Station and the Town Hall needed to have formal withdrawal authorization to expend following a public hearing. There was no public comment.

Mr. Eaton moved to withdraw and expend the following amounts from the Town Building Rehabilitation Capital Reserve Fund as follows:

- ❖ ***\$2,125 for the removal and replacement of a steel door, frame, closer, threshold, weather-stripping and hinges at the Auburn Fire Department;***
- ❖ ***\$5,010 for the replacement of the water softening system at the Pingree Hill Fire Station;***
- ❖ ***\$5,425 for the removal of the 13x2x2 light panels and nine 2x4 light panels in the main front entry hall at the Community Room of the Safety Complex, and to replace those units with LED panels;***
- ❖ ***\$900 for the replacement of three surface-wrapped light fixtures with LED units in the Sally Port of the Auburn Police Department; and***
- ❖ ***\$3,200 for the repair, cleaning and caulking of eight parking lot light fixtures and replacement with LED lamps at the Town Hall.***

Appointments with the Board

Executive Councilor Ted Gatsas

Ted Gatsas who recently won his bid to be elected to Executive Council appeared before the Board. Mr. Gatsas stated he promised to return if elected and be available to help with any problems or answer any questions. Mr. Headd thanked him for attending.

Mike Williams – Monthly Report, Policy Proposals and Tower License Agreement

Chief Williams presented his monthly report to the Board of Selectmen. There were 35 incidents in the month of November 2018. Rescue/EMS made up the majority of those calls.

Chief Williams reported that computer issues and policies were being worked on. Two new on-call firefighters were brought on, Tala Stratton and Colby Campbell. Mr. Campbell does not have EMS yet, while Mr. Stratton has EMS but needs to secure firefighter certification.

Chief Williams thanked Parks & Recreation for putting together the cookout at the Safety Complex.

Chief Williams reported meetings with Derry and Chester for mutual aid went well.

Burn training on Manchester Road took place with Candia, Hooksett and Chester and gave them an opportunity to work on water shuttling exercises recommended in the MRI report. They did 500/gal per minute for an hour to sustain the benchmark.

Chief Williams summarized a proposed Tower contract with Chester and Derry. Auburn would contribute one-third of the rent and Derry has provided upgrades to digital equipment. Mr. Eaton asked if that was in the proposed 2019 budget – no. Mr. Leclair asked when the first payment would be – July.

Mr. Eaton moved to approve payment of one-third of the Tower License Fees, Costs and Maintenance Agreement with the Towns of Chester and Derry in the amount of \$1,942 which amount shall be included as an additional appropriation in the Auburn Fire Department FY 2019 budget. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Chief Williams requested the Fire Department be included in the Town's Credit Card Policy to allow the Fire Department to have credit cards for Home Depot and Staples. He indicated Officers are having to purchase items out of pocket now and be reimbursed. Some of the work is done on evenings and weekends. This would allow purchases to be made from Home Depot or Staples and the bill would then be paid. Finance was not in favor of this change because it opens up the potential for misuse to a broad number of individuals and can make things harder to track and account.

Mr. Eaton stated he was in favor. Mr. Leclair stated he was in favor and to make sure receipts are turned in timely and Mr. Headd thought it was prudent.

Rep. Tony Piemonte – Veteran’s Property Tax Credit

Mr. Piemonte presented Senate Bill 503 that took effect April 1, 2018, which allows for an increase of the maximum amount of optional veteran’s tax credits. The bill allows towns and cities to adopt an increase of the option credit against property taxes up to \$750. Mr. Piemonte advised a Warrant Article would be required to go before the ballot at Town Meeting.

Mr. Piemonte stated he believes there are two types of credits, for combat veterans and non-combat type veterans. Mr. Herman advised this distinction was removed by the Legislature a number of years ago to allow for veteran’s service regardless of when they served. He believed the Disabled Veterans Credit is different.

FY 2019 Budget Presentations

Mr. Herman presented a table showing Budget Comparison FY 18-19 Running Totals updated as of December 7, 2018.

Griffin Free Public Library – Bill Herman

Mr. Herman noted the Trustees of the Griffin Free Public Library had been before the Board previously. The Board questioned whether the repair of the Library’s sign could be funded from unexpended funds from FY 2018. Mr. Herman advised he spoke with the Library Director who determined those funds were encumbered by shelving that was already ordered.

Mr. Leclair asked if it was typical for the Library to expend 100% of its budget. Mr. Herman advised they get closer to 100% than most.

Mr. Leclair noted the Trustees worked to get a second reduced estimate for the repair of the sign.

Mr. Leclair moved to approve the Library budget proposal of \$47,687 for FY 2019 which includes funding for the second sign repair proposal of \$1,172. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Police Department – Bill Herman

Mr. Herman noted at the Board’s November 5, 2018 meeting the Police Department presented its full proposal for the Auburn Police Department for FY 2019. There was a question concerning the replacement cycle of computers. At the Board’s December 3, 2018 meeting the Police Department secured the Board’s approval to purchase the office PCs and cruiser laptops from remaining funds in the FY 2018 budget appropriation. The Board also approved an FY 2019 appropriation of \$23,100 for computer services. In reviewing the minutes Mr. Herman noted the Board never voted on the remainder of the Police Department’s proposed budget for FY 2019.

Mr. Leclair moved to approve the Auburn Police Department budget proposal for FY 2019 in the amount of \$232,261 which includes \$23,100 for computer services

previously approved at the December 3, 2018 meeting. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Parks and Recreation – Amy Lachance & P&R Commission

Amy LaChance presented the Parks and Recreation budget earlier and was asked to get more information on the ice rink repairs and lighting for the softball, baseball and soccer fields.

Mr. Herman noted Parks & Recreation were asked to track down NH Bituminous to see if they would spray liquid asphalt and get an estimate. NH Bituminous was bought out by Granite State Asphalt were willing to supply materials. Mr. Eaton advised he spoke with Allstate Asphalt who had concerns and that the procedure for sealing cracks would not work with sprayed asphalt. Mr. Eaton looked at the site today and the top asphalt was porous. Mr. Leclair asked about alternative options which included plastic sheets this year. Mrs. Lachance would like to see something more permanent that doesn't have to be stored. Mr. Leclair was not opposed to doing one of the two rinks to see if the process held up. Mr. Eaton stated he was not ruling out roof tar.

Mr. Eaton moved to approve the Parks & Recreation budget for FY 2019 in the amount of \$4,000 to repair one or two of the ice rinks to stop the leaking. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Eaton stated, "to be clear, we want to be involved in that process."

Mr. Kelley presented proposals for vendors to do the poles, trenches and wiring. With the low wattage of the LEDs he was able to drop the cost substantially and only bury the PVC 18" using 10 gauge wire. There would be 20 fixtures for soccer and baseball and 24 for softball. Softball could be put off until next year. Board members suggested there could be some savings to do all three at once. Mr. Kelley advised the vendor was not biting on that. Mr. Leclair was not in favor of doing softball this year with the costs of the school budget and wanting to protect the tax rate.

The Board was asked if it could be revisited or has to be done now. Mr. Leclair advised Parks & Recreation had been before the Board to revisit this a few times already.

Mr. Eaton moved to approve the Land & Land Improvements budget for FY 2019 in the amount of \$136,000. Mr. Leclair seconded the motion. A vote was taken with two in favor (Mr. Headd and Mr. Eaton) and one opposed (Mr. Leclair). The motion carried.

Financial Administration – Bill Herman

Mr. Herman advised the \$13,000 line item, decreased \$1,000 from FY 2018, and is for the annual audit.

Mr. Leclair moved to approve the Financial Administration budget for FY 2019 in the amount of \$13,000. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

General Government Buildings – Bill Herman

Mr. Herman reviewed the proposed line items, some of which included telephone, internet, electric, heat, repairs and maintenance, mowing of municipal property, plant costs, water and janitorial supplies. Mr. Herman advised proposed mowing is out to bid. Mr. Eaton asked if the school and cemetery would pay their mowing costs – yes. Mr. Leclair asked about propane costs and whether these used pre-buy numbers. Mr. Herman advised they were forecast from the current expenses, but the propane is down due to the Town piggy-backing on the school district contract.

Mr. Leclair moved to approve the Government Buildings & Maintenance budget in the amount of \$116,260 for FY 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other General Government – Bill Herman

Mr. Herman reviewed the proposed line items, some of which included reimbursement for mileage, consulting services, contracts, software and maintenance, tax map updates, recording fees, equipment, postage and other expenditures.

Mr. Herman noted the CIP yearly update amount could be reduced from \$3,500 to \$1,500. Mr. Eaton proposed reducing the amount budgeted for Stantec with the walking trail not being done this year. Mr. Herman indicated the walking trail costs would not have come from this account and the \$15,000 amount is the average the Board spends in this area noting a Stop Sign / traffic review on one road was \$2,500, the initial investigation of bring water service to areas on the by-pass was approximately \$3,000, the history of Town & State maintenance on Hooksett Road was around \$4,000 as examples of work the Board has requested and would come from this account. Mr. Leclair noted if not budgeted, it will have to come from elsewhere.

Mr. Eaton recommended eliminating the budgeted amount for an MRI review of the Library because the Town doesn't need to spend \$8,000 to be told it will need a bigger building in the future. Mr. Leclair agreed that is a lot of money.

The Board agreed to lower the Consulting Services line as follows:

Stantec from \$15,000 to \$12,500; CIP Yearly update from \$3,500 to \$1,500 and remove the line item in its entirety for MRI Review of Griffin Library \$8,000.

Mr. Leclair moved to approve the General Government budget in the amount of \$115,439 for FY 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Health Officer – Bill Herman

Mr. Herman advised the budget included two line items, one for mileage reimbursement and the other for dues and memberships, both level funded from 2018.

Mr. Leclair moved to approve the Health Officer budget in the amount of \$355 for FY 2019. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

New Business

Surety Reduction – Haven Drive Subdivision

Mr. Herman advised the Planning Board met on December 5, 2018 to vote to recommend approval of the reduction of the Letter of Credit for Phase I and Phase II of the Haven Drive Subdivision. A letter of recommendation with estimates from Stantec dated December 5, 2018 was provided together with draft minutes of the Planning Board meeting.

Mr. Leclair moved to approve the surety reduction recommendation of the Planning Board for Phase I and Phase II of Haven Drive Subdivision, Map 5, Lot 29 to have one Letter of Credit in the amount of \$100,329.45 with the condition that the Letter of Credit references the two estimates, for each phase if allowed by the Bank (otherwise two separate Letters of Credit renewed with the revised amounts indicated above will be acceptable). Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Potential Use of Severance School Building

Mr. Herman advised the Manchester Water Works, who acquired the Fair Haven Baptist Church building at 515 Manchester Road within the last few months, has offered to allow the Town of Auburn use of the building.

The building was formerly a two-room school house known as the Severance School which ceased operation in 1956. Amy LaChance from Parks & Recreation and Mr. Herman have had a couple of site visits to the property and conversations with MWW officials.

Mr. Leclair asked if MWW is willing to maintain it and allow use to use. Mr. Herman advised MWW would use it infrequently for meetings and for their patrol officers with Auburn to handle scheduling and have priority consideration. MWW will work with the Town to make improvements to the building at their expense including modernizing the bathrooms, replacing carpeting, painting, light fixtures, windows, etc. Mr. Eaton recommended repair of the entrance. Maintenance by MWW would include heat, electricity, alarm system, snowplowing in Winter and lawn mowing in Summer. They are not looking for any formal rent from the Town but potentially a delay in the increase of the CPI escalator on the PILOT payment to the Town as a tradeoff for this effort.

Amy LaChance stated the building has one large function room and four smaller rooms, two of which could be opened up to one classroom or meeting room. She said the remaining rooms could be a kitchen / work room and a storage room. Mr. Herman noted it could eliminate the self-storage space the Town pays rent for at a minimum.

Mr. Leclair recommended discussing issues such as storage of gasoline or oil on the premises. Mr. DiPietro added discussing hazardous materials, third parties and programs in proximity to the Lake.

Mr. Leclair recommended scheduling a site visit on Wednesday morning. Mr. Herman will email the Board to schedule the site visit.

Old Business

March 2018 Severe Storm and Flooding Declaration

Mr. Herman advised the \$40,286.10 reimbursement for the March 2018 storm declaration came in.

Town Hall Porch and Painting Project

Mr. Leclair asked for an update as to how much the Town owes the contractor. Mr. Herman provided a breakdown which included \$570 plus the remaining painting if they return to repair the lights.

Mr. Leclair moved to expend the additional cost of \$1,800 for Change Order #2 from the Building Maintenance fund for the handrails and repair of the clapboards at the rear corner of the building which were not part of the original plan. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Other Business

Mr. Leclair extended the Board's thanks and appreciation to the Rolfe family who donated the use of their tractor and helped to restore the Wallball court and Gemini who donated the poles and set them in the ground.

Next Meeting – Monday, January 7, 2019 at 7:00 PM

Minutes

- December 3, 2018 Public Meeting

Mr. Leclair motioned to approve the December 3, 2018 Public Meeting Minutes, as written. 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, motioned to go into non-public session pursuant to RSA 91-A: 3, II (a) (c). Mr. Leclair seconded the motion. A roll call was taken: Mr. Headd – yes; Mr. Eaton – yes, Mr. Leclair – yes. The motion passed unanimously.

The meeting room was closed to the public at 8:14 pm.

Mr. Herman advised he had completed the Finance Director's annual performance review for the Board to consider and the Board could continue with Mr. Herman's review if they chose to.

Mr. Herman indicated Ms. Frisella, the Finance Director, has continued to be a first-rate employee, and has been working very well with Patty Rousseau in the new Finance Assistant role. Mr. Eaton asked if Patty had started classes yet, and Mr. Herman indicated she had not, but she and Ms. Frisella have been discussing what would be best suited for the position. At this point, the focus has been on learning the financial systems and internal processes of the job. He indicated he strongly recommends a step increases be granted to the Finance Director.

Mr. Headd asked the Board their sentiments concerning the Town Administrator's performance evaluation. Generally, the Board members expressed their views that Mr. Herman meets or exceeds expectations. Mr. Leclair stated he has been invaluable to him since he came on last year, and he has always been available. He noted he had one area of concern which he addressed directly with Mr. Herman and is satisfied with the results. Mr. Headd stated he also felt Mr. Herman is always available to the Board, to the Town Hall staff, to Town departments and to the public. He felt his leadership skills exceed expectations. Mr. Eaton indicated his satisfaction overall with general meets expectations ratings. Mr. Herman will blend the three independent reviews into one for the Board's review. Mr. Leclair will email his to Mr. Herman.

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 8:20 pm.

Mr. Eaton moved to approve a step increase for the Finance Director, Adele Frisella, from a Labor Grade 10, Step 19 to a Labor Grade 10, Step 20 based on a positive performance evaluation.

Other Business

Mr. Herman asked the Board if they wanted to have a warrant article prepared to propose increasing the Veterans Tax Credit. The Board considered the request of Rep. Piemonte to increase the Veteran's Tax Credit from \$500 to \$750. Mr. Herman noted it would have an impact on the Town's tax rate as currently there is approximately \$165,000 in Veterans Credits, so an increase of \$250 would add approximately \$80,000 to that amount. Mr. Headd, who is himself a veteran, felt \$500 was generous. He noted

the Town not that long ago doubled the amount from \$250. Mr. Eaton, who is himself a combat veteran, felt \$500 was good. Mr. Leclair agreed with their assessment.

Adjourn

Mr. Headd motioned to adjourn the meeting at 8:21 pm. Mr. Eaton seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary