

**Town of Auburn
Board of Selectmen
September 16, 2019
Town Hall**

7:00 p.m.

() Call to Order – Pledge of Allegiance

Approval of Payroll Manifest for the Week of September 16, 2019
Approval of Consent Agenda – Week of September 16, 2019

() Appointments with the Board

- Library Trustees – Marilyn Cavanaugh

() FY 2020 Town Budget Presentations

- Animal Control – Jarlene Cornett
- Direct Assistance – Patricia Rousseau
- Auburn Village Crier – Patricia Rousseau
- Executive Department – Bill Herman
- Legal Expenses – Bill Herman
- Advertising & Regional Associations – Bill Herman
- Public Street Lighting – Bill Herman
- Solid Waste – Bill Herman
- Health Agencies – Bill Herman
- Community Action Program – Bill Herman

() New Business

Resignation of Parks & Recreation Commission Chair
Update on Town Cash Flow

() Old Business

Mosquito Spraying – Town Parks & Property
Addition to Police Department

() Report / Comments of Ex-officio Board Representatives

() Other Business

() Next Meetings / Events

Tuesday, September 17, 2019 – Chamber of Commerce ‘Meet & Greet’ – 7:30 AM
Monday, September 23, 2019 – Board of Selectmen’s Meeting – 7:00 PM
Saturday, September 28, 2019 – E-Waste Collection Event – 9 AM to 2 PM

() Minutes

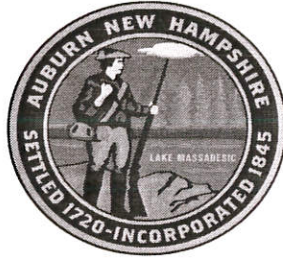
- September 9, 2019 Public Meeting
- September 9, 2019 Non-Public Meeting

() 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.”

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 12, 2019

Re: Recommendation – Alternate Library Trustee

The Board of Library Trustees is requesting the Board of Selectmen consider appointing Marilyn Cavanaugh as a third alternate Library Trustees for term to expire in March 2020.

Under the provisions of RSA 202-A: 10, the Trustees are allowed to have up to three alternate members, who are appointed by the Board of Selectmen. Under the statute, the alternate's term of office is set at one-year with no limitations on how many consecutive terms an individual could be appointed.

On September 12th, Library Trustee Chair Nancy Mayland informed me the Trustees are recommending the appointment of Marilyn Cavanaugh of Spruce Lane by the Board of Selectmen to be a third alternate trustee.

Attached for your reference is RSA 202-A: 10 concerning Library Trustees; Vacancies; Alternates.

Assuming the Board is in agreement with the Library Trustees' recommendation, the following motion would be appropriate:

Move to appoint Marilyn Cavanaugh as Alternate Trustees of the Library for a term to expire in March 2020.

Thank you for your consideration.

Attachment

TITLE XVI LIBRARIES

CHAPTER 202-A PUBLIC LIBRARIES

Section 202-A:10

202-A:10 Library Trustees; Vacancies; Alternates. – Vacancies occurring on any board of library trustees in a town shall be filled as provided in RSA 669:75. A vacancy occurring among the publicly elected members of the board of library trustees of a city library shall be filled by the city council or other appropriate appointing authority within 2 months of the notice by the remaining members of the board of trustees. The board of library trustees may recommend to the appointing authority names of persons for appointment to vacancies on expired terms. The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.

Source. 1917, 59:1. PL 10:55. RL 15:58. RSA 202:9. 1963, 46:1. 1979, 410:19. 2000, 9:3, eff. April 16, 2000.

2020 PROPOSED ANIMAL CONTROL OFFICER TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of August				
Animal & Pest Control										
1 01-4414-2-250-1	Animal Control Mileage	707.94	748.10	678.55	600.00	550.13	600.00			
2 01-4414-3-370-1	Animal Control Medical	0.00	0.00	0.00	200.00	0.00	200.00			
3 01-4414-3-390-1	Animal Control Veterinarian Charges	322.00	65.00	210.00	300.00	54.00	300.00			
4 01-4414-3-390-2	Animal Control Boarding	400.00	255.00	215.00	300.00	180.00	300.00			
5 01-4414-6-645-1	Animal Control Education	250.00	150.00	300.00	250.00	0.00	250.00			
6 01-4414-6-645-2	Animal Control Dues	0.00	40.00	40.00	40.00	0.00	40.00			
7 01-4414-6-660-1	Animal Control Miscellaneous	658.25	820.53	358.26	750.00	100.00	700.00	-7%		
Grand Total:		2,338.19	2,078.63	1,801.81	2,440.00	884.13	2,390.00	-2%	0.00	0.00

2020 PROPOSED DIRECT ASSISTANCE

TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
						2020		2020	2020
	As of December	As of December	As of December	As of December	As of August				
General Fund									
Direct Assistance									
1 01-4442-0-002-1	General Welfare Assistance	6,891.55	15,430.83	8,876.62	17,000.00	150.00	15,500.00	-9%	
<i>Narrative for Column # 6</i>									
I am looking to decrease my budget from \$17,000 to \$15,500. Although my budget can be unpredictable, \$15,500 is what I feel comfortable with. Please keep in mind that this past year the town has revisited the deductions for elderly citizens. This could possibly increase activity for the 2020 budget.									
So far this year I have used \$150. I've had multiple applicants but have had multiple decline assistance due to better qualifying questions to help better determine assistance for those individuals. I have encouraged my applicants to try other available programs, which has a more positive impact on the applicant.									
Regardless of the total amount, I have to provide the funds to a person in need. With that being said, the money has to come from somewhere in order for me to stay compliant with the RSA.									
Grand Total:	6,891.55	15,430.83	8,876.62	17,000.00	150.00	15,500.00	-9%	0.00	0.00

2020 PROPOSED GENERAL GOVERNMENT TOWN OF AUBURN

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of August	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund									
General Government									
1 01-4199-6-620-3 Newsletter	16,193.00	19,355.39	18,423.90	18,500.00	13,671.88	22,000.00	19%		
Narrative for Column # 6									
Printing cost run between \$1,313.09 to \$1,866.98 depending upon size of crier. Average \$1,590.04 plus postage \$375.29 x 11 months = \$21,610.63									
Income received to August 2019 \$7,910.00									
General Government Total	16,193.00	19,355.39	18,423.90	18,500.00	13,671.88	22,000.00	19%	0.00	0.00
Grand Total:	16,193.00	19,355.39	18,423.90	18,500.00	13,671.88	22,000.00	19%	0.00	0.00

2020 PROPOSED EXECUTIVE DEPARTMENT TOWN OF AUBURN

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of August	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund									
Executive Department									
1 01-4130-2-250-1 Selectmen Expenses	3,750.00	3,750.00	3,750.00	3,750.00	1,875.00	3,750.00			
2 01-4130-6-620-1 Town Report	1,172.09	2,043.07	1,451.27	2,000.00	2,000.00	1,500.00	-25%		
3 01-4130-6-660-2 Voter Guide	3,289.96	3,700.00	3,902.60	4,275.00	4,275.00	4,400.00	3%		
<i>Narrative for Column # 6</i> Pre-Deliberative Session Mailer(printing & postage) \$1,600 Voter Guide Mailer (printing & postage) \$2,800									
Executive Department Total	8,212.05	9,493.07	9,103.87	10,025.00	8,150.00	9,650.00	-4%	0.00	0.00
Grand Total:	8,212.05	9,493.07	9,103.87	10,025.00	8,150.00	9,650.00	-4%	0.00	0.00

2020 PROPOSED LEGAL EXPENDITURES

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of August				
General Fund										
Legal Expenditures										
1 01-4153-3-350-1	Legal Expenditures	15,942.87	35,207.48	22,269.16	30,000.00	6,738.39	25,000.00	-17%		
2 01-4153-3-350-2	Labor Relations	4,862.85	6,230.51	8,001.72	6,000.00	1,866.25	5,000.00	-17%		
Legal Expenditures Total		20,805.72	41,437.99	30,270.88	36,000.00	8,604.64	30,000.00	-17%	0.00	0.00
Grand Total:		20,805.72	41,437.99	30,270.88	36,000.00	8,604.64	30,000.00	-17%	0.00	0.00

2020 PROPOSED ADVERTISING & REGIONAL ASSOCIATIONS

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of August				
General Fund										
Advertising & Regional Assoc										
1 01-4197-0-001-1	NH Municipal Association	4,831.00	5,049.00	5,269.00	5,400.00	5,483.00	5,555.00	3%		
2 01-4197-0-001-2	Southern NH Planning	3,268.44	3,412.17	3,560.39	3,913.00	3,712.59	3,782.31	-3%		
Advertising & Regional Assoc Total		8,099.44	8,461.17	8,829.39	9,313.00	9,195.59	9,337.31	0%	0.00	0.00
Grand Total:		8,099.44	8,461.17	8,829.39	9,313.00	9,195.59	9,337.31	0%	0.00	0.00

Run: 9/13/19
10:25AM

2020 PROPOSED PUBLIC LIGHTING (STREET)
TOWN OF AUBURN

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ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of August				
Street Lighting										
1 01-4316-3-390-1	Public Street Lighting	13,034.92	13,963.57	12,703.10	18,000.00	8,724.63	14,000.00	-22%		
Grand Total:		13,034.92	13,963.57	12,703.10	18,000.00	8,724.63	14,000.00	-22%	0.00	0.00

2020 PROPOSED SOLID WASTE TOWN OF AUBURN

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of August	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund									
Solid Waste Disposal									
1 01-4324-3-390-1 Solid Waste Hazardous	7,557.66	10,267.07	7,927.34	10,400.00	750.00	10,050.00	-3%		
Narrative for Column # 6									
Twice annual monitoring wells and groundwater sampling, testing, and submission to NHDES. New State PFAS standard to take effect October 1st may have a negative impact on this budget account.									
2 01-4324-5-390-0 Landfill Monitoring	4,300.00	9,100.00	10,200.00	12,000.00	7,900.00	12,000.00			
Narrative for Column # 6									
Shred Day \$750									
E-Waste Collection Event \$4,800									
Household Hazardous Waste Day \$4,500									
3 01-4324-5-390-1 Roadside PickUp Container	200.00	0.00	0.00	1.00	0.00	1.00			
Solid Waste Disposal Total	12,057.66	19,367.07	18,127.34	22,401.00	8,650.00	22,051.00	-2%	0.00	0.00
Grand Total:	12,057.66	19,367.07	18,127.34	22,401.00	8,650.00	22,051.00	-2%	0.00	0.00

2020 PROPOSED HEALTH AGENCIES & HOSPITALS

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of August				
Health Agencies & Hospitals										
1 01-4415-3-370-1	Visiting Nurse	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00			
2 01-4415-3-370-4	Child and Family Services	1,000.00	500.00	500.00	500.00	500.00	500.00			
3 01-4415-3-370-5	Home Health & Hospice Care	500.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00			
4 01-4415-3-370-6	Lamprey Health Care	500.00	500.00	500.00	500.00	0.00	500.00			
5 01-4415-3-390-1	Social Services-Meals on Wheels	1,114.00	1,300.00	1,375.00	1,375.00	1,375.00	1,375.00			
Health Agencies & Hospitals Total		5,614.00	5,800.00	3,375.00	5,875.00	4,375.00	5,875.00	0%	0.00	0.00
Grand Total:		5,614.00	5,800.00	3,375.00	5,875.00	4,375.00	5,875.00	0%	0.00	0.00



VISITING NURSE ASSOCIATION
of Manchester & Southern New Hampshire

July 3, 2019

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

Dear Ms. Frisella and Auburn Selectmen,

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

The VNA of Manchester and Southern NH provided services to **59** Auburn residents totaling **1,010** visits during the past year. Listed below is a breakdown of those services:

- **6** maternal child health moms and babies
- **901** home health patients, many frail and elderly
- **103** hospice patients and their families providing care during their final months of life

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

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

Thank you for your consideration.

Sincerely,

Rachel Chaddock
Rachel Chaddock, MS, BS, RN
Vice President of Home and Community Services

Payment Approval
Vendor # _____ Dept. _____
Acct # 01-4155
Acct # _____
Approval _____

Enclosure

1070 Holt Avenue
Suite 1400
Manchester, NH 03109
Toll Free: (800) 624-6084
Phone: (603) 622-3781
Fax: (603) 641-4074
www.manchestervna.org

VNA HOME HEALTH & HOSPICE SERVICES | VNA PERSONAL SERVICES

An affiliate of Elliot Health System

VNA HOME HEALTH AND HOSPICE SERVICES, INC.
TOWN OF AUBURN
Statistics - Fiscal Year Ended June 30, 2019

Number of Admissions by Program
Admissions = New and Repeat Admissions to Service

	<u>Home Care</u>	<u>Hospice</u>	<u>MCH</u>	<u>Total</u>
Total	<u>54</u>	<u>2</u>	<u>3</u>	<u>59</u>

Total Visits by Program:

Total	<u>901</u>	<u>103</u>	<u>6</u>	<u>1010</u>
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Community Health Clinics: No clinics Fiscal 19

	<u>Dup Clients</u>	<u>Hrs of Svc</u>
Blood Pressure		
Ears		
Flu		
Foot		
Health Ed		
Total	<u>0</u>	<u>0</u>

Home Health & Hospice Care

Administrative Office:
7 Executive Park Drive, Merrimack, NH 03054
Tel 603-882-2941 / Fax 603-423-9701

Community Hospice House:
210 Naticook Road, Merrimack, NH 03054

August 13, 2019

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

Dear Adele:

The Town of Auburn and Home Health & Hospice Care (HHHC) have worked closely to provide free and subsidized home health services to the residents of Auburn. We place great value in this collaborative relationship that benefits people at the most difficult time in their lives. Our mission is to care for patients in their homes or in the Community Hospice House, whatever their financial circumstances. We continue to depend on help from cities and towns in our service area to help us do this critical work.

In FY 2019, we made 439 visits to residents of Auburn, which included 243 visits by an RN, 84 visits by Licensed Nursing Assistants, 86 Rehabilitation Therapy visits, 16 visits by a Medical Social Worker, 6 visits by a Chaplin, and 4 Physician visits. In addition, 3 Auburn residents died at the Community Hospice House. All of these figures are an increase from last year. We are seeing more Auburn residents than ever before.

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

We are deeply grateful for your generous past support. Should you have any questions or need additional information, please don't hesitate to contact me at tina.andrade@hhhc.org or 603 689-2936.

Sincerely,



Tina Andrade
Director of Development

01-4415-3-370-5

www.hhhc.org • 1-800-887-5973

Nursing Services • Rehabilitation Therapies • Wound Care • Infusion Therapy • Behavioral Psychiatric Nursing • Maternal & Pediatric Services
Bereavement Services & Grief Support Groups • Community Clinics • Volunteer Services • Patient Education



HOME HEALTH HOSPICE CARE
BUDGET STATEMENT OF OPERATIONS
FY2020

	<u>FY2020 Budget</u>
OPERATING REVENUE	
Medicare - Homecare & AIM	9,466,713
Commercial Insurance - Homecare/ AIM/ PD	2,499,654
Medicaid - Homecare/ AIM	365,928
Medicare, Medicaid & Comm - Hospice/ CHH/ PC/ PD	9,474,669
Self-Pay - Homecare/ AIM/ Hospice/ CHH/ PC/ PD	313,029
Net Patient Service Revenue	<u>22,119,992</u>
Miscellaneous Income	123,110
Program Funding (Municipalities)	102,000
Free Care	(129,935)
TOTAL OPERATING REVENUE	<u>22,215,167</u>
OPERATING EXPENSES	
Wages	15,759,733
Benefits	2,398,840
Payroll Taxes	1,181,980
Travel	368,571
Contract Services	518,519
Program Supplies - Homecare & Hospice	1,202,063
Occupancy Expenses	253,465
Hardware & Software Maintenance	288,022
Depreciation	351,439
Telephone	170,786
Postage & Printing	41,487
Employee Conferences & Education	87,888
Dues & Subscriptions	76,882
Insurance	116,132
Office Supplies/ Non-Capital Equipment	47,055
Miscellaneous	76,588
Bad Debt	176,960
Recruitment Advertising/ Marketing	66,868
TOTAL OPERATING EXPENSES	<u>23,183,277</u>
OPERATING GAIN (LOSS) BEFORE PHILANTHROPY	(968,110)
Program Contributions/ Bequests/ Grants	444,000
Special Events/ Fund Drive	531,000
Total Philanthropy	<u>975,000</u>
OPERATING GAIN (LOSS) AFTER PHILANTHROPY	<u><u>6,890</u></u>

01-4415-

LAMPREY HEALTH CARE

Where Excellence and Caring go Hand in Hand

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

August 30, 2019

Dear Ms. Frisella:

Lamprey Health Care thanks the Town of Deerfield for its ongoing support. As you know, Lamprey Health Care is a nonprofit community health center with medical centers in Newmarket, Raymond and Nashua, New Hampshire. We are proud of our 48 year history of providing innovative, high quality health care to the communities in the Southern and Seacoast Areas of New Hampshire. **In 2018, Lamprey Health Care served 16,262 patients and provided 68,940 office visits.**

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

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


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

In 2018, our senior transportation program provided more than 5,617 rides to area seniors and disabled residents. Residents utilize our transportation program for shopping trips, medical appointments and monthly recreational outings.

Despite years of funding reductions to this program, Lamprey Health Care remains committed to its mission of serving the uninsured and medically underserved in the community and ensuring lack of transportation is not a barrier to care. With your support of \$500 for FY2020, we can continue to improve access and the health of our residents and communities as a whole by meeting the needs of our patients.

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

Sincerely,



Gregory White
Chief Executive Officer

**2020 REQUEST FOR MUNICIPAL FUNDING
TOWN OF AUBURN**

AGENCY: LAMPREY HEALTH CARE
ADDRESS: 207 SOUTH MAIN STREET NEWMARKET, NH 03857

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

POLICY MAKING BODY: Volunteer Board of Directors

CONTACT PERSON: Lauren Garza, Grants & Development Coordinator
lgarza@@lampreyhealth.org
(603) 292-7240

BOARD OFFICERS

Frank Goodspeed (Interim Chairperson), 120 Walnut Street, Nashua, NH 03060 Thomas C. Drew (Secretary), 2 Fogg Circle, Newmarket, NH 03857 Arvind Ranade (Treasurer) 1 Hadley Drive, Nashua, NH 03062

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

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

AMOUNT REQUESTED: \$500

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

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

In 2018, 25 Auburn residents made 91 visits to Lamprey Health Care, \$219.00 of free or reduced fee medical care was provided to patients from the town of Auburn.

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

01-4415-

Rockingham Nutrition
Meals on Wheels

Town of Auburn

106 North Road Brentwood, N.H. 03833
Tel (603) 679-2201 Fax (603) 679-2206

Dear Selectmen,

Thank you for your consideration of this request and for your past support. We request partial matching funds from the Town of Auburn to help provide meals & safety services to qualified Auburn residents.

Here at RNMOW, we provide nutritious meals, safety and support services to Rockingham County residents who because of age or disability, permanent or temporary, need support to maintain their health, wellbeing, and independence. These simple supports mean better aging for many.

We experienced a **7% increase in the number of meals served over this past year**, for a record in our 41-year history. Behind these meals are people, and we want to feed people, not waitlist them for food.

Aging in your Town (more information in the attached copy of the NH Healthy Aging Data Report)

Highlights include

18.3 percent of Auburn's population is 60 and older.
There are 32 Auburn residents 85 years and older.
63 older adults had incomes less than \$20,000 per year

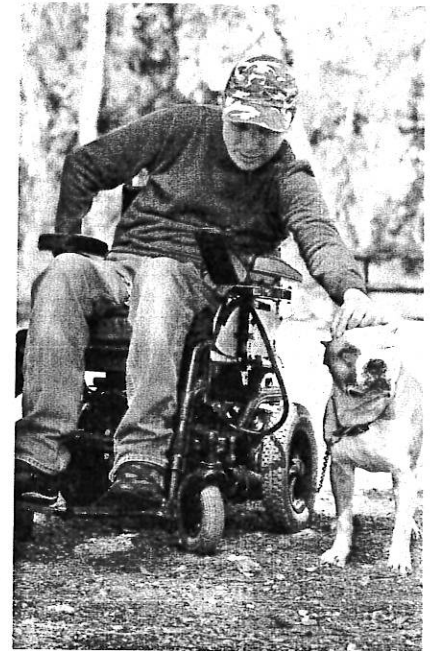


Our services in your Town:

We helped support 18 Auburn residents, served 3214 meals, Provided 2713 safety checks, &

Helped clients and their families access the right support: 519 units

with services provided all year operating Monday- Friday, with provisions for weekends for clients who need it.



With Immediate Results:

Enabling them to meet their basic nutritional needs, and in most situations, to also maintain a safer and healthier life.

Longer Term

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

"This is a program that not only works well in easing isolation, hunger and suffering, it also saves taxpayers substantial sums of money." Keep MOW Going, Politico, June 18, 2013 Meals on Wheels reduces, delays, or prevents the need for nursing home care, which is a taxpayer cost of \$136,875 at the Rockingham Cty. Nursing Home.

However, currently, **85%** of Federal and State funds for long term care are spent on **nursing home care** as opposed to **15 % on home and community care** like meals on wheels.

365 Days of Meals on Wheels Support is the same cost as	10 Days of Nursing home Support is the same cost as	1 Day of Medical Support is the same cost
---	---	---

Town Support Makes a Difference: We provide stability and support for a growing part of the population,

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

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

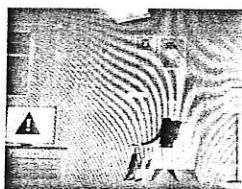
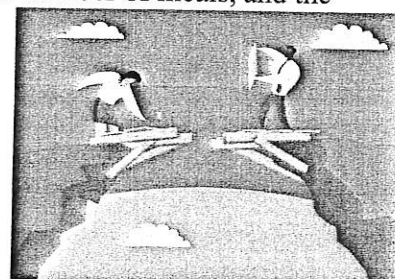
Are estimated to have increased	by 83,033 people	from 2010-2020	or by 46.4%
Are estimated to increase	by 90,930 people	from 2020-2030	or by 34.7%

Town Support helps meet a part of the needed Meals on Wheels Match, helps continue meals in Auburn: Our request from the Town is \$ 1412.

We have requested a 3% increase. This year with the 7% growth in the overall number of meals, and the increasing cost of food, we have found ourselves in a place where we may have to slow down, or decrease the number of meals served, unless we raise more funds. This slightly increased request will help keep meals at the current level.

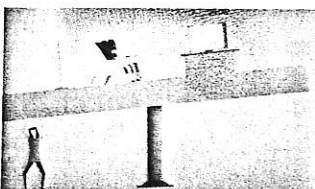
For although RNMOW does receive some Federal funding, it is a contract that requires us to match their funds by raising 30% to 35% of the cost of **each meal** from local sources. We must fundraise for every meal served.

We ask the Town to contribute a **partial portion** towards the local match, while we make up most of the match through fundraising, and also through client donations.



Means a critical support is there in your Town for your residents: Throughout our lives we rely on systems that support us. Meals on Wheels is one of these critical supports for older adults, and adults with disabilities, and also for their families and communities.

84-year-old Tom, lives alone. Then a serious health issue around his diabetic condition occurs. He is hospitalized, stabilized, and discharged home.



His daughter, who is, and has been a major support for him, tries to do more for him, but finds herself overwhelmed by his new needs, including his need for a special diabetic diet, and his safety during the day. She works full time and lives in a nearby town with her husband and two young children.

With Meals on Wheels, Tom is able to receive his special diet, and recuperate. His daughter and family continue to help out and support him, while also managing to work, and care for the children. Able to eat the right foods, plus with other medical and family support, Tom is able to manage his diabetes and remains at home, where he wants to be.



About our clients:

- 43% of our clients are over 80 years old.
- 58% live alone, with 28% living with their elderly spouse
- 48% of our clients were in the hospital last year
- 55% of our clients were in the ER last year
- 47% of our clients had money concerns regarding food
- **86% list Meals on Wheels as their main meal of the day.**
- 26% of our clients have been receiving meals for 3-11 months, 36% for 1-3 years, 15% for 4-6 years, and 8.5% for over 7 years, showing that people use this service over substantial periods of time.

About Providing Important Results:

- Only 6% of our clients had a change in living situation due to health reasons
- 99% of our clients reported feeling safer.
- 94% of clients reported that meals on wheels helps them to remain in their own homes
- 98% reported that meals on wheels benefits their health
- 98% reported eating healthier
- 92% reported eating less high fat foods
- 90% reported eating less salt
- And the clients are satisfied

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

We have been able to secure a new meals caterer, Glendale Dining, located right in Rockingham County, who has increased meal quality. Clients are thrilled.



About Providing Support for Your Town Residents. We

- 1) Are a support for safety in your community, meaning less demands on the town's police, fire, and ambulance services.



- 2) Are a support, eyes and ears on an at risk population, with earlier detection and change of condition that helps families, friends, and medical communities better support them.
- 3) Are a support, peace of mind, for family/friends who are working, and know that their loved one is receiving a nutritious meal and a safety check during the day.
- 4) Are a support, for taxpayers, and communities, for those residents who without meals services, may need to enter a nursing home, at a cost of \$136,875 per year.

Meals on Wheels is a low cost effective daily service that supports local residents who because of age related issues, or disability, no longer eat right regularly, to eat right, and regularly, with additional safety support, enabling them to continue to remain in their home, in their community, where they wish to be.



"I just want to send a huge "Thank you" to everyone involved in this program. It has been such a blessing to have these lovely folks deliver meals to my parents during most of this past year.

It has provided me comfort in knowing that they are receiving nutritious meals every day and also having someone check on them on a daily basis (even though I do call them most every day).

I live an hour away from them and trying to have meals for them each week was becoming more difficult for me to handle and that is when I reached out to your organization for assistance. It has truly been a godsend. "

RNMOW has been serving Auburn residents since 1978, providing a ready to eat nutritious meal and safety services for those in need, on an ongoing basis: daily services Monday - Friday all year.

We strive to do our best to keep our requests reasonable, to keep our costs under control, including an Administrative cost running at 9% for many years, and of course to provide a quality service to qualified Town residents.

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

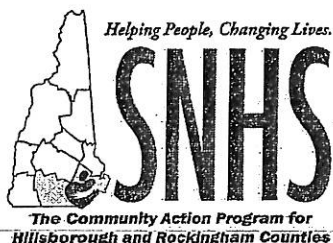
Sincerely,

Debra Perou, Executive Director

2020 PROPOSED INTERGOVERNMENTAL WELFARE PAYMENTS

TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Budgeted	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of August	As of August				
Intergovernmental Welfare Pmts										
1 01-4444-3-390-1	RCCAP	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00			
Grand Total:		4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	4,471.00	0%	0.00	0.00



SOUTHERN NEW HAMPSHIRE SERVICES

The Community Action Program for Hillsborough and Rockingham Counties

Portsmouth Outreach Office
4 Cutts Street, Unit 1A, Portsmouth, NH 03801
Telephone: (603) 431-2911 Fax: (603) 431-2916
www.SNHS.org

August 20, 2019

Executive Director
Donnalee Lozeau, CCAP

Deputy Director
Ryan Clouthier

Chief Fiscal Officer
James Chaisson

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

re: Rockingham Community Action
2020 Funding Request

**Outreach Offices in
Hillsborough County:**

Manchester (03103)

160 Silver Street
Tel: (603) 647-4470

Nashua (03060)

134 Allds Street
Tel: (603) 889-3440

Hillsborough (03244)

63 West Main Street
Tel: (603) 464-5835

Milford (03055)

1 Columbus Avenue
Tel: (603) 924-2243

Peterborough (03458)

9 Vose Farm Road, Suite 115
Tel: (603) 924-2243

Dear Mr. Herman,

Southern New Hampshire Services (SNHS) operates in Rockingham County as Rockingham Community Action (RCA), a private, non-profit corporation serving low-income individuals and families residing in all 37 municipalities of Rockingham County, New Hampshire.

The mission of Rockingham Community Action is to prevent, reduce and work towards the elimination of poverty. This is accomplished by offering a variety of services to address people's immediate needs, providing the tools and skills to help achieve self-reliance and improve long term quality of life, and working in partnership with the community and other service providers to address the root causes of poverty.

Every year we receive funds from each Rockingham County municipality for the general operating expenses of RCA's five Community Outreach Centers. **Rockingham Community Action's request from the Town of Auburn for Town Fiscal Year 2020 is level funding of \$4,471.**

Auburn is served by RCA's Salem Outreach Center, located at 85 Stiles Road, suite 103, in Salem. Our new Salem Site Supervisor is Kristina Vezinat (603) 965-3029, ext. 105. Our Outreach Centers provide services ranging from meeting immediate crisis needs (often helping municipalities with Local Welfare requests) to providing the tools and resources that bring individuals and families one step further along in their pursuit of self-sufficiency by:

Our Outreach Centers provide services ranging from meeting immediate crisis needs (often helping municipalities with Local Welfare requests) to providing the tools and resources that bring individuals and families one step further along in their pursuit of self-sufficiency by:

- 1) Identifying the full range of services available to clients
- 2) Creating financial assistance plans to address clients' needs
- 3) Advocating to ensure that assistance from other providers is accessed
- 4) Providing direct services

**Outreach Offices in
Rockingham County:**

Derry (03038)

9 Crystal Avenue, Suite 1
Tel: (603) 965-3029

Portsmouth (03801)

4 Cutts Street
Tel: (603) 431-2911

Raymond (03077)

55 Prescott Road
Tel: (603) 895-2303

Salem (03079)

85 Stiles Road, Suite 103
Tel: (603) 893-9172

Seabrook (03874)

146 Lafayette Road
Tel: (603) 474-3507

*Rockingham Community Action
Funding Request 2020*

In addition to serving as an important "port of entry" for RCA and other social services, RCA's Outreach Centers provide a number of direct services to low-income households:

- 1) Fuel/Electric Assistance Programs: RCA staff screen and enroll households in federal LIHEAP (Low Income Heating & Energy Assistance Program, a/k/a "fuel assistance") and state Electric Assistance programs.
- 2) Crisis Services: RCA staff provide emergency grants, often working in cooperation with municipal welfare, for households facing eviction, foreclosure, and/or utility terminations.
- 3) Emergency Food Pantries: RCA staff assist households who are critically low on food with donated and purchased perishable, non-perishable, meat, and dairy food items. We work cooperatively with other small community pantries to assure the widest availability of these resources. We also receive, from organizations and individuals, many cash donations which are used to fill in gaps as they arise in our food stocks or to purchase food "gift cards" for area grocery stores. We stock personal care and cleaning items and are starting to stock diapers and related supplies for children and adults.
- 4) Asset Development: RCA employs dedicated staff who are responsible for holding free tax preparation geared at the Earned Income Tax Assistance (EITC) eligible taxpayer, providing one-on-one financial coaching, credit repair, financial crisis intervention, workshops and access to partner financial services. Staff also works at filling the void in financial stability programming when a need presents itself, i.e. working with town assistance offices to help fill out Property Tax Relief forms.
- 5) Homeless Housing Access Revolving Loan Fund: RCA staff screen and enroll homeless applicants in this program providing an interest free loan toward a security deposit and/or first month's rent.
- 6) Homeless Outreach/Intervention Program: RCA staff assist homeless individuals and families with identifying shelter needs, arranging emergency transportation to shelters, and arranging alternative shelter.
- 7) Housing Security Guarantee Program: RCA staff screen and enroll low-income households in this program providing no-interest loan guarantees toward security deposits.
- 8) Personal Emergency Response Systems: RCA staff provide access to affordable emergency response systems for aged and/or disabled individuals in order to ensure their safety and maintain their independence and quality of life.
- 9) NH DP-8 Low & Moderate Income Homeowners Property Tax Relief applications: RCA staff contact eligible County resident homeowners and assist in the completion of this application to receive a State property tax refund check.

*Rockingham Community Action
Funding Request 2020*

In order to provide the wide range of services that we do, RCA depends upon a number of funding sources. Federal LIHEAP (Low Income Heating & Energy Assistance Program) and FEMA (Federal Emergency Management Agency) funds are used to provide annual fuel assistance grants and emergency assistance services. State Grant in Aid funds through the NH DHHS Bureau of Housing Supports are used for homeless services. RCA also solicits and receives grants from a variety of sources (among these the United Way, small foundations, and scores of unsolicited private donations) for programming not attached to Federal funding, such as asset building and food pantry programs. While providing significant direct assistance grants, the administrative allowances included in the Federal- and State-funded programs are insufficient to support the staff and facility costs necessary to administer the programs. The strength of RCA's presence in the local communities is that we address the wider needs that clients present when coming in to apply for these narrowly-defined, highly-regulated and means-tested Federal and State programs. RCA takes a generalist approach to addressing poverty issues in Rockingham County because nobody who comes to us for help has only one problem; no one is poor because of just one reason. The reality of this approach is, however, that few large funding sources pay for the face-to-face interactions and relationship-building it takes to fully and adequately address the multitude of problems being experienced by many of our clients. We count on funding from all municipalities in Rockingham County to support us in taking the time to investigate and address the root issues which have caused the presenting crisis.

Each year RCA generates a Program Statistical Report (PSR) which lists all the services we provide to County residents, also breaking out these numbers by municipality, and the total value of each service. Over time the PSR has been the most effective way to demonstrate to our funders and the public the range of service we provide. The PSR for the period October 1, 2017 through September 30, 2018 is attached with this funding request. We are always happy to provide more specific information about any program referenced on the PSR.

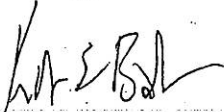
RCA is proud of our long-standing relationship with Rockingham County's municipal welfare administrators, and our positive impact on municipal general assistance budgets through the services and supports we provide. NH RSA165 requires each municipality in the State is to "relieve and maintain" any individual who is found to be "poor and unable to support himself (sic)". This is a very broad mandate, and often can lead to a long-term period of expense for New Hampshire municipalities as they provide for indigent residents' needs. One way municipalities can control these costs is by adopting clearly-defined Welfare Guidelines establishing limits on assistance through legally-enforceable requirements placed upon Welfare recipients. The availability of the supports and services offered by RCA helps municipalities maintain the integrity of their Guidelines and reduce general assistance costs as they partner with us in meeting the immediate financial needs of their indigent residents. Classic examples of these situations would be a household facing termination of electric service and owing several months of

*Rockingham Community Action
Funding Request 2020*

electric bills, or a household which has run dry of fuel oil but cannot get a delivery until past bills are paid. The availability of RCA program funds to combine with municipal funds can help the municipality's welfare administrator clear up back utility balances and guide the welfare recipient to a manageable budget in an effort to avoid further crisis for the recipient and cost to the municipality.

I thank you again for your ongoing support of our work, and I look forward to answering any questions you may have regarding this request. I will be happy to meet with you or any decision-making body regarding Rockingham Community Action and our programs.

Sincerely,



Keith E Bates
Community Services Director
Rockingham Community Action
(603) 431-2911 ext 14
kbates@snhs.org

Rockingham Community Action Program Statistics 10/1/17 - 9/30/18	Auburn Households Served	Direct Grant or Value of Auburn Households' Benefit	All Rockingham County Households Served	Direct Grant or Value of Rockingham County Households' Benefit
Adult Basic Education	0	\$0	118	\$185,770
Asset Development & Financial	0	\$0	117	\$76,209
Child & Adult Care Food Program	1	\$7,006	14	\$86,934
Childcare Aware of NH	8	\$1,766	559	\$123,399
Commodity Surplus Food Program	0	\$0	309	\$58,893
Electrical Assistance Program	49	\$25,791	4,817	\$1,697,869
Emergency Energy Programs	0	\$0	286	\$80,461
Food Pantries	0	\$0	1,158	\$243,600
Fuel Assistance	49	\$50,889	4,418	\$4,244,222
Head Start	0	\$0	107	\$1,167,299
Homelessness Prevention Programs	4	\$4,846	161	\$122,131
Summer Food Service (total meals served*)	0	\$0	3,290	\$11,887
Weatherization/ Conservation Programs	0	\$0	235	\$1,195,188
WIC Nutrition Program	8	\$4,278	1,398	\$747,016
Workforce Development	3	\$13,284	103	\$456,084
NH Property Tax Relief Applications	0	\$0	114	\$17,674
TOTALS	122	\$107,860	13,914	\$10,514,636

Keith Bates
Community Services Director
Rockingham Community Action/SNHS
603-431-2911
kbates@snhs.org

*not included in household count

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 10, 2019

Re: Parks & Recreation Commission Resignation and Potential Appointment

At the meeting of the Parks & Recreation Commission meeting on September 6th, Commission Chair Lisa Canavan announced her intention to resign from the Commission due to her family being in the process of relocating from Auburn.

On September 9th, Mrs. Canavan submitted the attached letter of resignation which was effective September 10, 2019. She has been either an alternate member or full member of the Commission for the past 11 years, including the past year or so as the Chair of the Commission.

We have also been provided the attached application from Patricia Rousseau to serve as a member of the Commission that they have had on file since July.

At a minimum, the Board should vote to accept Mrs. Canavan's resignation. The following motion would be appropriate:

Move to accept with regret the resignation of Lisa Canavan as a member of the Auburn Parks & Recreation Commission effective September 10, 2019.

If the Board is of the opinion to appoint Mrs. Rousseau to fill the vacant position left by Mrs. Canavan's resignation, the following motion would be appropriate:

Move to appoint Patricia Rousseau to fill the unexpired term of Lisa Canavan on the Parks and Recreation Commission which expires in March 2020.

Thank you for your consideration.

Attachments

September 9, 2019

To the Auburn Board of Selectman:

I, Lisa Canavan, regretfully inform you that I will be resigning my position as the current Chairman of the Auburn Parks and Recreation department effective 9/10/19. I have loved my many years serving with this amazing group as commissioner and chairman and am very proud of all our accomplishments, but our family is in the process of moving on to a new venture in our lives. Not only will I miss all the great people on the board, but we will miss Auburn which we have called home for almost 30 years.

Thank you very much.

A handwritten signature in blue ink, appearing to read 'Lisa Canavan', with a stylized, flowing script.

Lisa Canavan

APPLICATION FOR BOARDS/COMMITTEES

NAME: Patricia Rousseau DATE: 7/30/2019

ADDRESS: 378 Chester Rd.

TELEPHONE: 603-548-3588

BOARD/COMMITTEE APPLYING FOR: Parks & Rec.

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: Town employee

EDUCATION

	Name of School	Course of Study	Years Completed	Degree
Elementary	<u>Webster</u>			
Highschool	<u>Everett High.</u>	<u>Vocational</u>	<u>4</u>	
College	<u>MCCNH</u>	<u>Accounting</u>		

Other (Specify) _____

CURRENT EMPLOYER

Name of Company: Auburn Length of Employment: 4

Describe your position: Finance Asst.

Additional comments: _____

Signature: [Signature]

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: September 13, 2019

Re: Status of Town Cash Flow

In May of this year as we neared the issuance of the first issue property tax bills for 2019, we advised the Board that the Town may experience a cash flow shortage later in the year that could necessitate the need to borrow money in anticipation of tax payments to come. Legally referred to as a Tax Anticipation Note (TAN), the Board has been empowered by voters and state statute to borrow money on a short-term basis (usually less than 12-months) in anticipation of property taxes to be billed and paid during that time frame.

At this point in time, it appears the Town may be able to make it through to the second issue property tax bill without having to borrow funds – although it will become tight in late October / early November.

Currently, the Town has slightly more than \$3 million in the Town accounts. In recent months, we have realized adequate income from general revenue sources (other than property taxes) to basically cover the current operating expenses of the Town.

For the months of October through December, the Town owes the Auburn School District \$1 million per month. In very basic terms, with the \$3 million currently in the Town accounts, that would be adequate to cover the school district, with the other revenue sources covering the Town expenses.

The Town may be able to avoid borrowing operating funds depending on the ability of the NH Department of Revenue Administration to timely set the Town's 2019 tax rate in early October, which is when it traditionally takes place. Recent history is that Auburn secures its tax rate in early October and generates the second issue tax bills during the third week of the month, payable by December 1st. If that normal time frame and process follows through this year, the Town will likely make it through without needing to borrow.

We believe key to this effort will be the Legislature taking some sort of successful action on the State budget when they meet on September 18th and 19th to consider the 55 bills the Governor has vetoed, including the State budget.

This will continue to be something we monitor closely in order to keep the Board informed in this area.

Thank you for your consideration.

**Town of Auburn
Board of Selectmen
September 9, 2019
7:00 PM**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Road Agent Mike Dross, Police Chief Ray Pelton, Lieutenant Charles Chabot, Paula Marzloff, Health Officer Paul Raiche, Mike DiPietro, Russell Sullivan, Susan Goodhue, Parks & Recreation Commissioner Pat Kelley, Michael Rolfe, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

Mr. Eaton called the meeting to order at 6:58 PM and led the Pledge of Allegiance.

Approval of Accounts Payable Manifest for the Week of August 26, 2019 - \$85,167.13

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of August 26, 2019 in the amount of \$85,167.13. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of September 2, 2019 - \$58,866.60

Mr. Leclair motioned to approve the Payroll Manifest for the Week of September 2, 2019 in the amount of \$58,866.60. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of September 9, 2019 - \$1,185,153.44

Mr. Leclair motioned to approve the Accounts Payable Manifest for the Week of September 9, 2019 in the amount of \$1,185,153.44. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of September 9, 2019

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 9, 2019 some of which included: one (1) Tax Collector's Warrant/Yield Tax; one (1) MS-535/NH DRA FY ending December 31, 2018, one (1) Abatement/Refund Request and two (2) Pistol/Revolver Licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of September 9, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Public Hearing

Withdrawal and expenditure of \$47,200 from the Town Building Rehabilitation Capital Reserve Fund for addition to the Auburn Police Department

Mr. Eaton opened the hearing to the public at 6:59 PM for comments and questions.

Mr. Herman provided a Memorandum dated September 9, 2019 regarding Withdrawal from Town Buildings Capital Reserve Fund to fund the initial construction work for the addition to the Auburn Police Department together with an Estimate for Addition to Police Department at Safety Complex dated August 2, 2019.

There were no comments offered or questions asked. Mr. Eaton closed the public hearing for deliberations at 7:02 PM.

Mr. Bedard moved to authorize the withdrawal of \$47,200 from the Town Buildings Rehabilitation Capital Reserve Fund for the foundation, foundation insulation, framing, roofing and trusses, siding and painting of an addition to the Auburn Police Department. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. DiPietro asked how much was left in the fund – approximately \$30,000.

Appointments with the Board

Request for Mosquito Spraying – Eddows Recreational Field

Mr. Herman reported the Auburn Soccer Club requested permission to spray Eddows Recreational Fields for mosquitos due to confirmed EEE cases in Candia and Manchester, in addition to elsewhere in the region. The contractor would be Dragon Mosquito Control, Inc., of Stratham, and the Board was provided a copy of their license and certificate of insurance coverage. The firm noted they are aware of the wetlands designations that surround Eddows Field. Mr. Raiche noted he was familiar with Dragon Mosquito Control when he worked in Derry, and confirmed they are a reliable provider. Mr. Kelly noted the soccer fields were being sprayed this evening.

Mr. Raiche noted positive tests for EEE have been noted in surrounding towns of Candia and Manchester. Londonderry and Candia are engaged in trapping, while Manchester is waiting and has sent a letter to surrounding towns looking for input. Derry has not begun spraying but may make a decision in the next two weeks. He indicated mosquitos will be active until the second frost. Each application is good for approximately two to three weeks and costs \$400 per site and may need to be done twice.

Mr. Leclair asked if other areas may need to be done such as the school. Mr. Herman will be in touch with the SAU for the Auburn Village School property and Manchester Water Works concerning the potential of spraying at the Circle of Fun property. The Board was considering spraying at the Appletree Park, the Circle of Fun and the playing field adjacent to the Safety Complex. The Board requested this item be listed on their agenda for September 16th for a determination.

Mr. Kelly from Parks & Recreation was asked for an update concerning the lights at the fields. Soccer lights are complete and in operation, and the parking light poles are in place. The baseball field lights will use the existing poles, and the work to change the light fixtures should take place within the next two weeks. The softball field poles will be scheduled by the end of the current year. Mr. Kelly invited the Selectmen to come by Tuesday or Friday at 6:30 and see the lights in use.

The Board of Selectmen thanked Mr. Kelly for his time and efforts in this project.

Presentation of FY 2020 Town Budget and Capital Improvement Plan

Mr. Herman provided the Board with a Memorandum dated September 5, 2019 concerning the proposed FY 2020 Town Budget and Capital Expenditures together with Appendix C: Schedule of CIP Projects, Annual Costs and Revenues 2020-2025 and the proposed 2020 Full Town budget.

Mr. Herman noted the proposed budget for FY 2020 totals \$5.9 million up from \$5.7 million from the current year. He noted the figures do not include any potential wage increases in the budget, but there are a few requests for additional hours for some positions.

Mr. Leclair asked if the Police Contract was part of budget proposal, and Mr. Herman advised no, that would be a separate Warrant Article. He noted the Collective Bargaining Agreement provides for a step increases for police personnel, and also for a COLA increase if one is budgeted for all town employees. He indicated Finance Director Adele Frisella has estimated a 4.5% increase for health insurance, and 2.0% for dental, disability and life.

Mr. Herman noted the Fire Department has provided a break down of costs for repairs at Pingree Hill Station totaling nearly \$57,000 compiled from the list made following the tour of the facility with the Board of Selectmen earlier in the year.

Mr. Herman recommended the Board commence regular weekly meetings beginning September 16th to take up the budget presentations from Town departments and officials. He felt the Board could complete their budget work by the end of October with that type of schedule. The Finance Director will schedule the departments to come in a present their budgets weekly beginning next Monday.

New Business

Resignation of Conservation Commission Alternate Member

Mr. Herman provided a Memorandum dated September 9, 2019 concerning resignation of an alternate member of the Conservation Commission. Mr. Herman noted per advice of Commission Chair Jeff Porter, Ms. Beliveau no longer resides in Auburn which would make her ineligible to continue to serve. Ms. Beliveau is studying biology at UNH and has been a good member.

Mr. Bedard moved to accept with regret the resignation of Kayla Beliveau as an alternate member of the Auburn Conservation Commission. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Old Business

Age Friendly Mini Grant/Tufts Health Plan – Momentum Fund Grant Program

Since the Board's last meeting, Library Director Kathy Growney and Mr. Herman participated in a webinar on this grant program. The process is more detailed than originally anticipated, including the fact the Town cannot be the recipient, it must be a 501c(3) organization. The application deadline is September 29, 2019. Mr. Herman indicated they recommend the Town not apply for funding in 2019, but potentially look at this again next year.

Addition to Police Department

Mr. Eaton noted the foundation has been poured and the air conditioning condenser moved. A total of \$7,915 has been spent so far and \$39,285 is remaining. The roof trusses will be in on September 23rd and the framer will be out to begin work the middle of next week.

Road Agent Dross reminded the catch basin cost was \$630.15. Mr. Eaton asked if there were funds left in the road reconstruction budget to cover this expense. Road Agent Dross noted he will not have funds to expend beyond Lakeview Way project and paving. Road Agent Dross and Mr. Rolfe donated their labor. The Board of Selectmen thanked Mr. Rolfe and Mr. Dross for donating their time.

Mr. Leclair moved to withdraw \$630.15 to pay Phoenix Precast for the catch basin from the Town Properties Rehabilitation Expendable Trust Fund. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Report/Comments of Ex-Officio Board Representatives

Mr. Bedard reported Parks & Recreation next senior trip to Cannon Tram with lunch at the Woodstock Inn which sold out in one day. They are looking to find another small bus or van to possibly handle the 14-15 on the waiting list. Lights at Wayne Eddows were discussed. Bricks at Circle of Fun and a policy is being put together concerning use of the new Parks & Recreation truck.

Mr. Leclair reported Planning Board worked on the CIP which has been voted on and approved by the Planning Board at the last meeting. A 55 and over housing ordinance is being developed. Dan Tatem brought in some developers a few meetings ago to get their input which is how 55 and over was selected. Ms. Marzloff added they discussed the types of ownership from clusters to single-family and condominiums, the amount of acreage, square footage and number of bedrooms. Mr. Leclair noted the Planning Board is committed to having an ordinance ready to go to the voters on the March 2020 ballot.

Mr. Eaton noted Highway Safety is meeting Wednesday, September 18th.

Mr. Bedard reported the Community Forum is ready to go on Thursday. A Power Point presentation will be presented with each department having 5-10 minutes with a question and answer session at the end. Mr. Villeneuve will present for the Auburn School District.

Next Meetings/Events

Thursday, September 12, 2019 – Community Forum – ABS – 5:15 PM

Saturday, September 14, 2019 – Household Hazardous Waste Collection Day – across from the Raymond Safety Complex – 8:00 AM to Noon

Monday, September 16, 2019 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- August 19, 2019 Public Meeting
- August 26, 2019 Public Workshop Meeting

- August 26, 2019 Non-Public Workshop Meeting (x3)

Mr. Bedard motioned to approve the minutes of the August 19, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the minutes of the August 26, 2019 Public Workshop Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Mr. Bedard motioned to approve the three Non-Public Meeting Minutes of August 26, 2019. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Non-Public Session – RSA 91-A: 3, II (a) Consideration of the compensation of a public employee

Mr. Bedard motioned to go into non-public session pursuant to 91-A: 3, II (a) for consideration of the compensation of a public employee. Mr. Leclair seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes; Mr. Bedard – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:48 PM.

Mr. Leclair moved to come out of Non-Public Session at 8:04 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

The meeting room was reopened to the public at 8:04 PM.

Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:04 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary