

**Town of Auburn
Board of Selectmen
July 25, 2016
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Accounts Payable for Week of July 18th, 2016
Approval of Payroll for Week of July 25th, 2016
Consent Agenda – as of July 25th, 2016

() Appointments with the Board

Jack McFarland – Contaminated Soil Clean-Up
Adele Frisella and Bill Herman – Recreation Improvement Over-expenditure
Adele Frisella and Bill Herman – FY2017 Budget Direction

() New Business

Damage to Dartmouth Drive Fence

() Old Business

() Other Business

() Minutes

- July 6th, 2016 Non-public Meeting
- July 11th, 2016 Public Meeting
- July 15th Non-public Meeting

() Non-Public Session

Pursuant to the provisions of RSA 91-A:3, II (c) Reputation of any person other than a member of the Board – Review previously sealed minutes

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: July 21, 2016

Re: Jack McFarland – Raymond Road Clean-up

On July 19th, Dan Tatem of Stantec Consulting called me to advise that Jack McFarland had been in contact with him and said he was not going to pay the Town of Auburn the \$9,510 in outstanding costs incurred in addressing the soil contamination at 663 Raymond Road, but he would pay the costs of the physical clean-up.

Work on the clean-up was to take place this week, but Mr. Tatem put the work on hold due to Mr. McFarland's reporting he was not in agreement with the overall financial considerations the Board had discussed and agreed to over a number of meetings between January and March.

Mr. McFarland indicated to Mr. Tatem he would attend the Board's July 25th meeting to discuss the matter with the Selectmen. Mr. Tatem has indicated to me he will implement any direction or decision the Board reaches as a result of the July 25th meeting.

Attached is a short e-mail communications from Mr. Tatem outlining his recent contact from Mr. McFarland, in addition to the letter the Board sent to Mr. McFarland outlining the costs and clean-up activities that had been agreed to with the cost estimates developed by Stantec in January 2016 for this activity.

Thank you for your consideration.

Attachments

Bill Herman

From: Tatem, Dan <dan.tatem@stantec.com>
Sent: Tuesday, July 19, 2016 3:37 PM
To: Bill Herman
Subject: Jack McFarland - Raymond Road Clean up
Attachments: let_Herman Raymond Road Contamination Removal Recommendations 01.16.pdf

Bill – I just got a call from Jack. He is refusing to pay the outstanding fee noted in the most recent Selectmen's letter. He said that he will come in on Monday and talk to the Selectmen, as he did not want to talk to you about it.

Thanks.

Dan Tatem
Project Manager
Stantec
5 Dartmouth Drive Suite 101 Auburn NH 03032-3984
Phone: (603) 206-7539
Cell: (603) 218-9739
Fax: (603) 669-7636
dan.tatem@stantec.com



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Please consider the environment before printing this email.



TOWN OF AUBURN

June 21, 2016

Mr. Francis J. McFarland
663 Raymond Road
Auburn, NH 03032

Dear Mr. McFarland:

We are writing to follow-up on our meeting held on March 21, 2016 and our agreement we reached that you would be performing the work associated with the remediation necessary at your property at 663 Raymond Road under the supervision of representatives of Stantec Consulting Services.


During our meeting you had indicated you would plan on doing the work in early June, and we established a deadline of having the work completed by August 1st. Dan Tatem of Stantec was in contact with you today, and you have indicated your intention of performing the work during the third week of July. Mr. Tatem will be coordinating with you the schedule and work requirements, and will be arranging for the overall supervision of the project as the work is performed.

As was discussed previously and detailed in materials provided by Stantec, there is also a payment you will need to make to the Town of Auburn for the expenses the Town has incurred for this enforcement and supervision action. The total cost estimate Stantec had provided at the beginning of the year was \$16,820, which we shared with you at that time and we discussed at our March 21st meeting. We are enclosing a copy of that cost estimate.

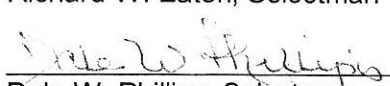
However, with you performing the soil remediation work, the net fee that is due to the Town of Auburn is \$9,510. This fee should be paid to the Town of Auburn prior to the commencement of remediation work.

We appreciate your cooperation in this effort.

Sincerely,
BOARD OF SELECTMEN


James F. Headd, Chairman


Richard W. Eaton, Selectman


Dale W. Phillips, Selectman

Enclosure

Cc: Dan Tatem, Stantec Consulting

**TOWN OF AUBURN, NEW HAMPSHIRE
CONTAMINATED SOIL REMOVAL ESTIMATE**

Name of Project: **663 RAYMOND RD CONTAMINATION INVESTIGATION
REMOVAL & REPLACEMENT ESTIMATE**

Date: January 22, 2016

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Soil Remediation				
a Excavator and Operator	1	DAY	\$1,500.00	\$1,500.00
b Transportation of 2 Truck Loads to Rochester, NH	2	TRIP	\$500.00	\$1,000.00
c Tipping fee at Waste Management	60	TON	\$50.00	\$3,000.00
d 8" NHDOT Crushed Gravel	17	CY	\$30.00	\$510.00
e 8" NHDOT Sand	7	CY	\$30.00	\$210.00
f 4" Screened Loam	12	CY	\$30.00	\$360.00
g 8' Wide Erosion Fabric	60	S.Y.	\$8.00	\$480.00
h Hydro-Seed	1	LS	\$250.00	\$250.00
			SUBTOTAL	\$7,310.00
2 Engineering, Survey, Soils Testing, and Admin to Date				\$7,750.00
3 Future Engineering, Monitoring and Admin				\$1,760.00
4 Estimated Total Fee			GROSS TOTAL:	\$16,820.00
5 Credit For Transporting & Disposing of Soil (B&C) & Providing Materials (D-H)				\$5,810.00
6 Estimated Net Fee			NET TOTAL:	\$11,010.00

Signature:

Name:

J. Daniel Tatem

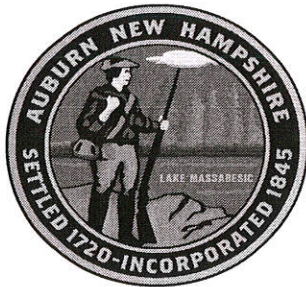
Date:

Tele. #:

1-22-16
(603) 669-8672

Town of Auburn

Town Hall
47 Chester Road
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Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
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To: Board of Selectmen
Cc: Adele Frisella, Finance Director

From: Bill Herman, CPM, Town Administrator
Date: July 21, 2016
Re: Recreation Improvements Over-expenditure

At the Board's July 11th meeting, you received recommendations from the Parks & Recreation Commission Chair for \$5,000 in reductions in the P&R budget to help cover the approximate \$20,000 in cost overruns for the parking lot project. At that meeting, you also determined Stantec Consulting should complete the design and permitting work for the walkway to connect the parking lot with the ballfields, which would likely increase the cost overrun by \$3,000 to \$4,000 dollars.

The Board also requested input from Finance Director Adele Frisella about how to cover the cost overruns.

Adele will be meeting with you on July 25th, but her recommendation would be to not cover the overrun through budget expenditure accounts, but to use excess or unanticipated revenues to cover these expenses. That would require a public hearing process by the Board to accomplish that process. Attached is a 2016 Revenue report from Adele as of July 19th. She is specifically looking at accounts # 01-3190-0-000-0 – Property Tax Interest and #01-3501-0-000-0 – Sale of Town Owned Property as the best areas to focus on.

Also attached is a complete 2016 Expenditure Report from Adele as of July 19th, which would enable the Board to consider budget adjustments should that be the approach to capturing the over expenditure.

And finally, attached is a fairly simple spread sheet that outlines the total cost overruns; the budget reductions recommended by the Parks & Recreation Commission Chairman to cover a portion of the costs; and a mix of budget accounts and revenue accounts that I would recommend the Board consider as a package to address the issue at hand.

Thank you for your consideration.

Attachments

**Town of Auburn
2016 Revenue**

Acct #	Description	2015 Revenue	2016 Estimated Revenue	2016 YTD Revenue	Positive (Negative) Variance
01-3110-0-000-0	Current Property Taxes	2,407,393.42		1,150,331.11	
01-3110-0-000-2	Tax Liens Redeemed	171,882.92		39,703.11	
01-3110-0-000-4	Abatements/Refunds	(69,912.39)		(1,678.49)	
01-3110-0-000-5	Return Check Tax Coll	125.00		25.00	25.00
01-3184-0-000-0	Excavation Tax	17.40		1,810.40	1,810.40
01-3185-0-000-0	Yield Tax	23,117.03	18,000	11,888.00	(6,112.00)
01-3185-0-000-1	Yield Tax Interest	22.75		13.15	13.15
01-3186-0-000-0	MWW	435,000.00	400,000	200,000.00	(200,000.00)
01-3190-0-000-0	Property Tax Interest	52,767.45	50,000	61,799.94	11,799.94
01-3210-0-000-0	Business License &	60,455.82	60,000	-	(60,000.00)
01-3220-0-000-0	MV Registry	1,806,518.91	1,820,000	1,059,788.27	(760,211.73)
01-3220-0-000-2	NSF MV Registry	169.20		(108.00)	(108.00)
01-3220-0-000-3	State MV Registry	(416,623.88)	(420,000)	(224,827.39)	195,172.61
01-3230-0-000-0	Building Permit Fees	60,864.15	55,000	36,122.92	(18,877.08)
01-3280-0-000-0	Boat Registration	18,162.22	20,000	16,229.02	(3,770.98)
01-3280-0-000-1	State Boat Registry	(13,420.00)	(14,000)	(11,467.00)	2,533.00
01-3290-0-000-0	Dog License Fees	6,980.50	5,800	4,068.50	(1,731.50)
01-3290-0-000-1	Dog Fines & Penalties	500.00	100	225.00	125.00
01-3290-0-000-3	Marriage License Fees	334.00	400	(209.00)	(609.00)
01-3290-0-000-4	Return Check TC	600.00	300	325.00	25.00
01-3290-0-000-6	Vital Statistic Fees	876.00	900	461.00	(439.00)
01-3290-0-000-7	Miscellaneous Fees	1,541.32	500	959.00	459.00
01-3319-0-000-0	Federal Emergency Mgt	(13,802.36)	-		-
01-3352-0-000-0	Meals & Rooms Distribution	251,120.55	252,000		(252,000.00)
01-3353-0-000-0	Highway Block Grant	147,020.28	147,000	64,630.21	(82,369.79)
01-3359-0-000-2	Miscellaneous Grants	6,032.80	2,000		(2,000.00)
01-3401-0-000-0	Police Fines	255.00	300	20.00	(280.00)
01-3401-0-000-1	Police Copies	405.00	500	81.00	(419.00)
01-3401-0-000-2	Police Patrol Reimbursement	4,755.21	3,000		(3,000.00)
01-3401-0-000-3	Police Pistol Permit Fees	1,720.00	2,000	980.00	(1,020.00)
01-3401-0-000-4	Police Fuel Tax Credit	24.03		313.91	313.91
01-3401-0-000-5	Police Misc Income	80.38	50		(50.00)
01-3401-0-000-6	Police Special Detail WC	708.49	500		(500.00)
01-3401-0-000-7	Police Special Detail Cruiser	22,907.76	20,000		(20,000.00)
01-3401-0-000-8	Police Witness Fees	341.73	1,000	210.00	(790.00)
01-3401-0-000-9	Police DWI Reimbursement	4,861.15	5,000	167.66	(4,832.34)
01-3404-0-000-1	BOS Copy Revenue	444.00	400	58.50	(341.50)
01-3404-0-000-2	Town History Book				-
01-3404-0-000-5	Town Property Use Fee	50.00	50	50.00	-
01-3405-0-000-2	Recreation Sention Trips	1,660.00	2,000	430.00	(1,570.00)
01-3405-0-000-4	Recreation Ball Fields	900.00	1,000	120.00	(880.00)
01-3405-0-000-6	Facility Use Fee				-
01-3406-0-000-0	Newsletter Income	10,030.00	10,500	5,330.00	(5,170.00)
01-3406-0-000-3	General Assistance Reimb	812.50	200	2,561.88	2,361.88
01-3406-0-000-4	Miscellaneous Income	52,097.90	12,000	10,685.50	(1,314.50)
01-3407-0-000-2	Planning & Zoning Fees	14,137.75	13,000	4,315.65	(8,684.35)
01-3408-0-000-2	Fire Miscellaneous Income	15.00			-
01-3501-0-000-0	Sale of Town Owned Property	(1,543.00)	5,000	50,049.12	45,049.12
01-3501-0-000-1	Sale of Cemetery Deed AVC	1,200.00	500	3,100.00	2,600.00
01-3501-0-000-2	Sale of Cemetery Deed	100.00			-
01-3502-0-000-0	Interest Earned	4,672.97	4,000	2,299.88	(1,700.12)
		5,058,378.96	2,479,000	2,490,862.85	(1,176,492.88)

RECREATION IMPROVEMENTS BALANCING OF OVER EXPENDITURE

<u>Budget Account</u>	<u>Item</u>	<u>Amount</u>
01-4901-3-910-3	Recreation Improvements	(\$20,312.07)
01-4901-3-910-3	Wetlands Permit Anticipated Costs	(\$3,000)
	<i>Total Budget Over Expenditure</i>	(\$23,312.07)

Reductions Offered by P&R Chairman

01-4520-0-001-1	Recreation Senior Trips	\$2,000.00
01-4520-0-001-4	Recreation Community Service Award	\$400.00
01-4520-0-001-7	Recreation Soccer Program	\$400.00
01-4520-0-001-8	Recreation Senior Dinners	\$200.00
01-4520-3-360-1	Recreation Playground & Parks	\$600.00
01-4520-5-550-0	Recreation General Maintenance	\$1,600.00
	<i>Sub-Total</i>	(\$18,112.07)

Potential Areas for Savings

01-4130-6-620-1	Town Report	1,077.91
01-4130-6-660-2	Voter Guide	410.04
01-4150-1-120-3	Budget Committee Secretary	1,000.00
01-4153-3-350-1	Legal Expenditures	2,500.00
01-4191-3-350-1	P/Z Legal Expenditures	3,000.00
01-4442-0-002-1	General Welfare Assistance	1,000.00
01-4520-5-550-0	Recreation General Maintenance	2,000.00
01-3501-0-000-0	Sale of Town Owned Property	7,124.12
		\$0.00

**Town of Auburn
2016 Expenditures**

Acct #	Description	Expended 2015	Encumbered 2015	Budget 2016	2016 YTD Expended	Positive (Negative) Variance
01-4130-1-110-1	Finance Director	58,101.52		59,455	29,681.99	29,773.01
01-4130-1-110-2	Executive Assistant	44,897.87		46,599	22,564.76	24,034.24
01-4130-1-110-3	Town Administrator	94,412.42		81,675	40,668.55	41,006.45
01-4130-1-110-4	Land Use Coordinator	44,673.06	-	47,373	21,971.21	25,401.79
01-4130-1-120-1	Highway Safety Secretary	241.06		425	107.46	317.54
01-4130-1-120-2	Assessing Coordinator	606.74		1		1.00
01-4130-1-130-1	Selectman Chair Stipend	3,069.39		3,216	1,540.20	1,675.80
01-4130-1-130-2	Selectman Seat Two Stipend	2,803.71		2,937	1,406.88	1,530.12
01-4130-1-130-3	Selectman Seat Three Stipend	2,803.71		2,937	1,406.88	1,530.12
01-4130-1-130-4	Trustee of Trust Funds Stipend	275.98		286		286.00
01-4130-1-130-5	Trustee of Cemeteries Stipend	600.00		609		609.00
01-4130-2-250-1	Selectmen Expenses	3,750.00		3,750	1,875.00	1,875.00
01-4130-6-620-1	Town Report	2,250.00		2,250	1,172.09	1,077.91
01-4130-6-660-2	Voter Guide	4,100.00		3,700	3,289.96	410.04
	Executive Department Total	262,585.46	-	255,213	125,684.98	129,528.02
01-4140-1-120-1	Deputy Town Clerk	5,721.57		5,736	3,031.28	2,704.72
01-4140-1-120-2	Town Clerk/Tax Collector Assistant	4,659.13		8,000	4,112.53	3,887.47
01-4140-1-130-1	Town Clerk Salary	50,994.06		51,850	26,279.76	25,570.24
01-4140-1-165-1	Assistant E&R Clerk	150.00		700	300.00	400.00
01-4140-1-165-2	Assistant E&R Moderator	-		600	150.00	450.00
01-4140-1-165-3	Selectmen - E&R	300.00		1,800	750.00	1,050.00
01-4140-1-165-4	Town Clerk - E&R	300.00		900	500.00	400.00
01-4140-1-165-5	Checklist Supervisors	640.00		5,500	2,469.50	3,030.50
01-4140-1-165-6	Ballot Clerks - E&R	725.00		2,800	1,475.00	1,325.00
01-4140-1-165-8	Moderator - E&R	300.00		900	500.00	400.00
01-4140-1-165-9	Booths - Set Up	300.00		1,200	829.70	370.30
01-4140-6-610-1	E&R - Equipment/Booths	-		1	82.60	(81.60)
01-4140-6-620-1	Ballots	1,863.92		3,000	2,830.55	169.45
01-4140-6-620-2	Record Preservation	5,640.00		4,000	-	4,000.00
01-4140-6-645-1	Town Clerk Dues & Conferences	1,534.32		1,000	175.00	825.00
01-4140-6-650-1	Law Books	611.26		600	233.90	366.10
01-4140-6-660-1	Dog Tags	446.33		400	-	400.00
01-4140-6-660-2	Voter Cards			100	-	100.00
01-4140-6-660-3	Meals - E&R	266.54		1,400	641.63	758.37
	Election, Regis & Vital Stats Total	74,452.13	-	90,487	44,361.45	46,125.55
01-4150-1-120-1	Deputy Tax Collector	12,731.46		11,949	4,624.35	7,324.65
01-4150-1-120-2	Deputy Treasurer Stipend	311.06		323	-	323.00
01-4150-1-120-3	Budget Committee Secretary	137.80		1,685	-	1,685.00
01-4150-1-130-1	Tax Collector Salary	35,426.11		36,370	18,984.17	17,385.83
01-4150-1-130-2	Treasurer Stipend	2,352.69		2,514	1,180.56	1,333.44
01-4150-3-310-1	Audit	16,579.00		12,000	9,500.00	2,500.00
01-4150-3-310-2	Deed Research	-		600	210.00	390.00
01-4150-3-330-2	Annual Assessing Update	26,977.21		27,000	11,291.69	15,708.31
01-4150-6-620-1	Tax Bill Printing	2,283.75		4,000	2,052.56	1,947.44
01-4150-6-645-1	Tax Collector Education	1,735.85		2,000	530.00	1,470.00
	Financial Administration Total	98,534.93	-	98,441	48,373.33	50,067.67
01-4153-3-350-1	Legal Expenditures	50,557.37		60,000	10,364.17	49,635.83
01-4153-3-350-2	Labor Relations	9,962.00		5,000	2,340.35	2,659.65
	Legal Expenditures	60,519.37	-	65,000	12,704.52	52,295.48
01-4155-2-210-1	Health Insurance (All Departments)	259,632.44		268,609	126,610.94	141,998.06
01-4155-2-211-1	Dental Insurance (All Departments)	14,791.03		15,620	7,436.89	8,183.11
01-4155-2-213-1	Disability Insurance (All Departments)	9,235.05		8,271	3,490.87	4,780.13
01-4155-2-214-1	Life Insurance (All Departments)	-		1,688	712.50	975.50
01-4155-2-220-1	General SS	26,605.47		29,761	12,776.72	16,984.28
01-4155-2-221-1	Medicare	6,227.52		6,960	2,991.08	3,968.92
01-4155-2-230-1	Retirement Group I	43,568.99		43,219	19,116.73	24,102.27
01-4155-2-290-0	Longevity Pay	8,950.00		10,950	-	10,950.00
01-4155-2-290-1	Merit Increase			-	-	-
	Personnel Administration Total	369,010.50	-	385,078	173,135.73	211,942.27
01-4191-1-120-1	Planning & Zoning Secretary	-		1		1.00
01-4191-2-250-1	P/Z Mileage	575.99		500	220.32	279.68
01-4191-3-320-1	P/Z Engineering Services	-		3,000	382.30	2,617.70
01-4191-3-350-1	P/Z Legal Expenditures	9,566.75		29,000	7,124.14	21,875.86
01-4191-3-390-1	P/Z Maps	-		250		250.00
01-4191-3-390-2	Master Plan & Regulatory Updates	8,444.25	13,555.75	31,950	326.39	45,179.36
01-4191-3-390-3	P/Z Recording Fees	-		250	12.47	237.53
01-4191-6-620-1	P/Z Printing	-		1,000		1,000.00

**Town of Auburn
2016 Expenditures**

Acct #	Description	Expended 2015	Encumbered 2015	Budget 2016	2016 YTD Expended	Positive (Negative) Variance
01-4191-6-645-0	P/Z Dues, Workshops, Seminars	920.00		600	50.00	550.00
01-4191-6-650-1	P/Z Books	226.95		500	756.00	(256.00)
01-4191-6-660-1	P/Z Safety Equipment	-		1		1.00
01-4191-6-670-1	P/Z Printed Forms & Supplies	-		50		50.00
01-4191-6-680-1	P/Z Legal Ads	2,628.24		3,000	1,469.55	1,530.45
	Planning & Zoning Total	22,362.18	13,555.75	70,102	10,341.17	73,316.58
01-4194-1-120-1	Janitorial Salary	13,201.39		17,035	5,873.27	11,161.73
01-4194-5-520-1	Electricity	8,225.55		8,500	3,313.57	5,186.43
01-4194-5-530-1	Heating Oil	16,596.70		18,000	8,081.07	9,918.93
01-4194-5-550-1	Repairs & Maintenance	6,418.31		6,000	2,976.86	3,023.14
01-4194-5-550-2	Municipal Property Mowing	28,986.00		28,000	6,661.00	21,339.00
01-4194-5-560-1	Plant Costs	1,654.71		1,850	1,314.00	536.00
01-4194-6-660-1	Bottled Water	276.48		300	80.79	219.21
01-4194-6-660-2	Janitorial Supplies	362.93		400	45.84	354.16
	Government Buildings & Mainten Total	75,722.07	-	80,085	28,346.40	51,738.60
01-4195-1-120-0	Cemetery Secretary/Administration	-		500	163.49	336.51
01-4195-1-120-1	Cemetery Salary/Wages	-		600	2,680.00	(2,080.00)
01-4195-3-380-0	Cemetery Mowing	8,635.00		11,000	5,830.00	5,170.00
01-4195-3-380-1	Cemetery Fertilization	1,130.00		1,150	565.00	585.00
01-4195-3-388-0	Cemetery Property Maintenance	8,741.89		9,000		9,000.00
01-4195-3-390-0	Cemetery Mapping	6,876.00		7,000	6,140.50	859.50
01-4195-5-660-0	Cemetery Supplies	356.78		500	72.21	427.79
01-4195-5-690-0	Cemetery Miscellaneous	52.22		500		500.00
01-4196-6-645-0	Cemetery Dues & Membership	20.00		200	50.00	150.00
	Cemeteries Total	25,811.89	-	30,450	15,501.20	14,948.80
01-4196-6-695-1	Municipal Property Liability	53,727.00		63,935	-	63,935.00
01-4196-6-695-2	Unemployment Compensation	980.00		980	-	980.00
01-4196-6-695-3	Workers' Compensation	20,164.13		34,610	12,685.48	21,924.52
01-4196-6-695-4	Insurance Retention (Claims)	(7,356.20)		3,000	7,033.00	(4,033.00)
	Insurance Total	67,514.93	-	102,525	19,718.48	82,806.52
01-4197-0-001-1	NH Municipal Association	4,651.00		4,831	4,831.00	-
01-4197-0-001-2	Southern NH Planning	3,215.51		3,290	-	3,290.00
	Advertising & Regional Assoc Total	7,866.51	-	8,121	4,831.00	3,290.00
01-4199-1-120-1	Village Crier Editor	1,848.08		1,880	1,024.94	855.06
01-4199-2-290-2	General Reimbursement	4,217.79		4,200	1,850.59	2,349.41
01-4199-3-310-2	General Consulting Services	31,886.19		13,540	9,163.23	4,376.77
01-4199-3-340-1	Maintenance Contracts	28,264.61		29,553	15,434.95	14,118.05
01-4199-3-390-1	Tax Map Update	119.50		5,500	7,900.00	(2,400.00)
01-4199-3-390-4	General Recording Fees	431.74		500	467.84	32.16
01-4199-5-410-1	Bank Charges/Fees	-		150	-	150.00
01-4199-5-510-0	General Internet Services	1,116.63		1,000	553.47	446.53
01-4199-5-510-1	General Telephone	4,666.52		4,500	2,252.08	2,247.92
01-4199-6-610-1	General Office Equipment	5,623.49		5,500	1,314.03	4,185.97
01-4199-6-611-1	Copy Machine Lease	669.00		1,200	594.00	606.00
01-4199-6-620-3	Newsletter	15,408.85		17,050	8,314.88	8,735.12
01-4199-6-630-1	General Postage	9,617.47		9,000	3,873.40	5,126.60
01-4199-6-645-1	Conferences, Seminars & Dues	2,275.21		2,500	345.00	2,155.00
01-4199-6-670-1	General Office Supplies	7,643.44		8,000	2,979.60	5,020.40
01-4199-6-680-1	General Advertising	1,106.35		1,000	261.41	738.59
01-4199-6-690-1	Miscellaneous Budget Expenditures	95.63		400	100.00	300.00
	General Government Total	114,990.50	-	105,473	56,429.42	49,043.58
01-4210-1-110-1	Police Chief Salary	82,317.69		83,930	41,675.53	42,254.47
01-4210-1-110-2	Full Time Officers Wages (4)	177,893.83		196,281	100,379.28	95,901.72
01-4210-1-110-3	Secretary/Dispatcher Wage	35,977.78		37,278	17,715.40	19,562.60
01-4210-1-110-4	Office Manager Wage	46,061.48		46,429	22,894.71	23,534.29
01-4210-1-110-5	Police Lieutenant Wage	70,484.18		70,988	36,971.95	34,016.05
01-4210-1-110-6	Police Sergeants Wages (1)	64,395.60		67,149	35,171.74	31,977.26
01-4210-1-110-7	Police Captain Salary	67,563.02		70,350	35,111.96	35,238.04
01-4210-1-120-1	Part Time Officers Wages (11)	136,363.21		149,687	58,845.28	90,841.72
01-4210-1-150-1	DWI & Sobriety Checkpoint Patrol	4,280.42		5,000	338.25	4,661.75
01-4210-1-150-2	Selective Traffic Control	5,113.85		4,000	951.00	3,049.00
01-4210-1-150-3	Police Witness Fees	1,913.65		2,000	1,272.42	727.58
01-4210-1-150-4	PD OHRV	-		1	-	1.00
01-4210-1-160-1	Shift Differential	1,449.00		7,589	1,800.13	5,788.87
01-4210-1-160-2	Merit Increase	-		-	-	-
01-4210-2-220-1	Police SS (PT/Office Staff)	7,986.06		10,813	4,847.52	5,965.48

**Town of Auburn
2016 Expenditures**

Acct #	Description	Expended 2015	Encumbered 2015	Budget 2016	2016 YTD Expended	Positive (Negative) Variance
01-4210-2-221-1	Police Medicare (Full/Part Time)	9,070.09		10,803	4,637.86	6,165.14
01-4210-2-235-1	Police Retirement	130,834.22		139,708	71,006.44	68,701.56
01-4210-2-290-1	Police Uniforms	7,384.87		8,450	3,611.28	4,838.72
01-4210-3-340-1	Police Computer Services	23,945.50		27,436	26,287.09	1,148.91
01-4210-3-360-1	Police Custodial Services	6,400.00		7,120	3,765.00	3,355.00
01-4210-3-370-1	Police Medical Services	1,284.76		1,200	618.53	581.47
01-4210-3-390-0	Police Court Prosecutor	14,000.24		14,000	8,166.69	5,833.31
01-4210-3-390-1	Police Radar	885.00		1,145	520.00	625.00
01-4210-3-390-2	Police Radio Maintenance	6,908.98		6,300	-	6,300.00
01-4210-3-390-3	Police Training	4,553.85		4,200	2,618.94	1,581.06
01-4210-3-390-4	Police Photography	-		300	-	300.00
01-4210-3-391-0	Police Public Relations	4,043.96		3,500	2,393.89	1,106.11
01-4210-5-510-1	Police Telephone	8,952.65		9,100	4,088.06	5,011.94
01-4210-5-520-1	PD Electricity	6,516.95		6,325	2,338.99	3,986.01
01-4210-5-530-1	PD Heating Oil	5,121.15		7,500	1,974.40	5,525.60
01-4210-5-560-1	Police Plant Costs	7,411.40		8,000	4,961.57	3,038.43
01-4210-6-610-1	Police Equipment	5,416.56		5,050	2,652.55	2,397.45
01-4210-6-610-2	Police Office Equipment	1,446.56		6,580	5,397.45	1,182.55
01-4210-6-630-1	Police Postage	589.00		600	181.30	418.70
01-4210-6-640-1	Police Subscriptions	3,116.87		4,370	3,274.78	1,095.22
01-4210-6-660-1	Police Firearms	5,457.14		5,800	29.06	5,770.94
01-4210-6-660-2	Police Supplies	2,202.64		2,250	48.08	2,201.92
01-4210-6-660-3	Police Canine Supplies	-		3,000	1,623.51	1,376.49
01-4210-6-660-4	Police Commission Expenses	134.65		100	2,859.38	(2,759.38)
01-4210-6-670-1	Police Office Supplies	1,861.74		2,250	1,184.66	1,065.34
01-4210-6-680-1	Police Advertising	200.00		200	124.05	75.95
01-4210-6-690-1	Police Other Contingencies	187.07		200	60.48	139.52
01-4210-7-700-1	Police Cruisers	52,357.64		57,331	14,364.95	42,966.05
01-4210-7-700-2	Police Motorcycle	4,146.55		4,000	250.00	3,750.00
01-4210-7-710-1	Police Cruiser Maintenance	11,465.09		10,550	2,772.92	7,777.08
01-4210-7-720-1	Police Cruiser Fuel	25,343.64		28,000	8,122.92	19,877.08
	Police Department Total	1,053,038.54	-	1,136,863	537,910.00	598,953.00
01-4215-3-390-1	Derry Ambulance Service	66,184.00		76,269	34,668.00	41,601.00
	Ambulance Total	66,184.00	-	76,269	34,668.00	41,601.00
01-4220-1-110-0	Fire Full Time Salaries	107,402.06		110,195	56,556.65	53,638.35
01-4220-1-160-1	Fire Personnel Stipend	45,616.19		67,000	14,511.88	52,488.12
01-4220-2-220-1	Fire SS	3,019.24		4,154	661.56	3,492.44
01-4220-2-221-0	Fire Medicare	1,448.49		2,569	841.65	1,727.35
01-4220-2-235-0	Fire Retirement (Group II)	28,390.91		32,281	13,901.21	18,379.79
01-4220-3-370-1	Fire Occupational Health & Safety	-		1,000	-	1,000.00
01-4220-3-390-2	Forest Fires	-		1	-	1.00
01-4220-3-390-3	Fire Equipment Maintenance	3,054.29		4,200	419.71	3,780.29
01-4220-3-390-4	Fire Radio Repair	1,081.20		1,000	50.00	950.00
01-4220-3-390-5	Derry Dispatch	41,674.00		44,824	21,345.00	23,479.00
01-4220-3-390-7	Fire & Rescue Training	17,783.56		17,000	3,369.94	13,630.06
01-4220-3-390-8	Fire Hazmat	5,987.07		6,450	-	6,450.00
01-4220-5-510-1	Fire Telephone	6,364.56		6,900	3,135.88	3,764.12
01-4220-5-520-1	Fire Safety Complex Electric	6,465.11		6,600	3,052.38	3,547.62
01-4220-5-520-2	Fire Pingree Hill Electric	2,267.79		2,280	1,267.80	1,012.20
01-4220-5-530-1	Fire Heating Oil - Safety Complex	4,930.44		7,500	1,584.53	5,915.47
01-4220-5-530-2	FD Fire Heating Oil - Pingree Hill	2,097.74		4,000	663.54	3,336.46
01-4220-5-550-1	Fire Building Maintenance	13,650.74		9,000	5,232.98	3,767.02
01-4220-6-610-1	Fire & Rescue New Equipment	16,094.99		15,000	6,790.32	8,209.68
01-4220-6-610-4	Fire New Radios	3,726.70		4,200	4,160.45	39.55
01-4220-6-610-6	Fire SCBA Maintenance	4,515.56		5,000	2,310.16	2,689.84
01-4220-6-611-1	Fire Water Hydrants	9,991.24		10,000	2,525.86	7,474.14
01-4220-6-640-0	Dues, Subscriptions & Software	-		2,500	3,851.35	(1,351.35)
01-4220-6-660-1	Fire Rescue Supplies	1,557.85		2,000	1,081.31	918.69
01-4220-6-660-2	Fire Protective Clothing	9,266.35		10,000	4,665.40	5,334.60
01-4220-6-670-1	Fire Office & Cleaning Supplies	5,732.25		2,500	1,922.72	577.28
01-4220-6-690-1	Fire Misc Grant	8,065.60		7,236	2,000.00	5,236.00
01-4220-6-690-2	Fire Dry Hydrants	605.01		500	-	500.00
01-4220-7-700-1	Fire Truck Purchase/Lease	19,212.14		12,700	6,512.41	6,187.59
01-4220-7-710-1	Fire Truck Maintenance	24,703.62		15,000	14,374.88	625.12
01-4220-7-720-1	Fire Apparatus Fuel	14,588.19		16,100	4,456.03	11,643.97
	Fire Department Total	409,292.89	-	429,690	181,245.60	248,444.40
01-4240-1-110-1	Building Inspector Salary	54,329.71		54,050	26,128.37	27,921.63
01-4240-3-320-1	Building Inspector Engineering Services	600.00		1	-	1.00
01-4240-3-350-1	Building Inspector Legal Expenditure	1,312.50		4,000	227.50	3,772.50

**Town of Auburn
2016 Expenditures**

Acct #	Description	Expended 2015	Encumbered 2015	Budget 2016	2016 YTD Expended	Positive (Negative) Variance
01-4240-5-510-1	Building Inspector Cell Phone Reimb	420.00		420	140.00	280.00
01-4240-6-610-1	Building Inspector Office Equipment	69.99		500	-	500.00
01-4240-6-645-0	BI Dues, Workshop, Seminars	3,145.65		3,500	1,266.86	2,233.14
01-4240-6-650-1	Building Inspector Books	520.80		500	165.95	334.05
01-4240-6-660-1	Building Inspector Safety Equipment	-		150	-	150.00
01-4240-6-670-1	Building Inspector Printing, Forms &	458.34		300	-	300.00
01-4240-7-710-1	Building Inspector Vehicle Repairs &	365.34		750	38.78	711.22
01-4240-7-720-1	Building Inspector Fuel/Mileage	1,330.62		1,000	313.52	686.48
	Building Inspection Total	62,552.95	-	65,171	28,280.98	36,890.02
01-4290-0-550-0	OEM (FEMA) Expenditure	27,527.58		1		1.00
01-4290-3-390-1	OEM Training	200.00		200		200.00
01-4290-5-510-1	OEM Communications	1,014.48		1,250	423.12	826.88
01-4290-6-610-1	OEM Equipment & Gear	-		500	396.87	103.13
	Emergency Management Total	28,742.06	-	1,951	819.99	1,131.01
01-4299-0-391-0	Town Details	-		1,000	724.22	275.78
	Other Public Safety Total	-	-	1,000	724.22	275.78
01-4312-1-130-1	Highway Road Agent Stipend	1,883.61		1,963	945.18	1,017.82
01-4312-3-385-1	Highway Shimming	81,259.88		120,000	-	120,000.00
01-4312-3-385-2	Highway Spr/Summer Storms	-		8,500	-	8,500.00
01-4312-3-385-3	Highways Summer Subcontractor	118,545.00		93,000	96,335.00	(3,335.00)
01-4312-3-385-4	Highway Road Striping	16,757.50		20,000	-	20,000.00
01-4312-3-385-5	Highway Tree/Brush Cutting	33,811.00		32,000	14,195.00	17,805.00
01-4312-3-385-6	Highway Crack Sealing	-		1	-	1.00
01-4312-3-385-7	Highway Cold Patch	5,813.00		5,000	1,350.00	3,650.00
01-4312-3-385-8	Highway Summer Gravel/Bankrun	23,031.74		45,000	7,498.59	37,501.41
01-4312-3-385-9	Highway Summer Misc Supplies	3,951.69		3,000	1,257.62	1,742.38
01-4312-3-386-3	Highway Winter Subcontractor	423,838.38		367,000	168,575.00	198,425.00
01-4312-3-386-4	Highway Winter Salt	153,532.79		170,000	60,987.44	109,012.56
01-4312-3-386-5	Highway Winter Sand	9,711.73		25,000	-	25,000.00
01-4312-3-386-6	Highway Winter Repairs	6,195.33		8,000	1,375.26	6,624.74
01-4312-3-387-2	Highway Bridge & Culvert	560.20		5,000	5,004.65	(4.65)
01-4312-3-387-4	Highway Guardrails, Gates, Etc.	1,338.00		1,000	10.47	989.53
01-4312-3-388-1	Highway Signs & Safety Equipment	3,827.55		3,500	729.45	2,770.55
01-4312-3-390-0	Highway Catch Basin Maintenance	9,070.00		5,000	-	5,000.00
01-4312-3-390-2	Highway Storm Water Maintenance	21,258.75		22,500	19,826.50	2,673.50
	Highways & Streets Total	914,386.15	-	935,464	378,090.16	557,373.84
01-4316-3-390-1	Public Street Lighting	13,284.22		13,500	6,410.20	7,089.80
	Street Lighting Total	13,284.22	-	13,500	6,410.20	7,089.80
01-4324-3-390-1	Solid Waste Hazardous	4,651.50		7,175	451.50	6,723.50
01-4324-5-390-0	Landfill Monitoring	9,000.00		4,000		4,000.00
01-4324-5-390-1	Roadside PickUp Container	200.00		750		750.00
	Solid Waste Disposal Total	13,851.50	-	11,925	451.50	11,473.50
01-4411-1-120-1	Health Officer Stipend	1,472.56		1,591	741.58	849.42
01-4411-1-120-2	Deputy Health Officer Stipend	602.03		509	237.34	271.66
01-4411-2-250-1	Health Mileage	25.30		100	17.28	82.72
01-4411-6-645-1	Health Dues & Memberships	175.00		350	105.00	245.00
	Health Administration Total	2,274.89	-	2,550	1,101.20	1,448.80
01-4414-1-120-1	Animal Control Salary	16,626.74		16,948	8,397.09	8,550.91
01-4414-2-250-1	Animal Control Mileage	925.81		750	236.52	513.48
01-4414-3-370-1	Animal Control Medical	-		200	-	200.00
01-4414-3-390-1	Animal Control Veterinarian Charges	161.50		300	-	300.00
01-4414-3-390-2	Animal Control Boarding	390.00		400	110.00	290.00
01-4414-3-395-1	Animal Control Communications	242.68		500	180.44	319.56
01-4414-6-645-1	Animal Control Education	200.00		250		250.00
01-4414-6-645-2	Animal Control Dues	-		40		40.00
01-4414-6-660-1	Animal Control Miscellaneous	588.70		600		600.00
	Animal & Pest Control Total	19,135.43	-	19,988	8,924.05	11,063.95
01-4415-3-370-1	Visiting Nurse	2,500.00		2,500	2,500.00	-
01-4415-3-370-4	Child and Family Services	1,000.00		1,000	1,000.00	-
01-4415-3-370-5	Home Health & Hospice Care			500		500.00
01-4415-3-370-6	Lamprey Health Care	500.00		500		500.00
01-4415-3-390-1	Social Services-Meals on Wheels	1,114.00		1,114		1,114.00
	Health Agencies & Hospitals Total	5,114.00	-	5,614	3,500.00	2,114.00

**Town of Auburn
2016 Expenditures**

Acct #	Description	Expended 2015	Encumbered 2015	Budget 2016	2016 YTD Expended	Positive (Negative) Variance
01-4442-0-002-1	General Welfare Assistance	12,036.35		20,000	3,160.05	16,839.95
01-4442-1-120-1	Welfare Officer Stipend	1,892.03		1,935	951.54	983.46
	Direct Assistance Total	13,928.38	-	21,935	4,111.59	17,823.41
01-4444-3-390-1	RCCAP	4,471.00		4,471	4,471.00	-
	Intergovernmental Welfare Pmts Total	4,471.00	-	4,471	4,471.00	-
01-4520-0-001-1	Recreation Senior Trips	10,586.71		12,500	2,393.76	10,106.24
01-4520-0-001-2	Recreation Family Events	12,376.64		14,500	13,131.65	1,368.35
01-4520-0-001-3	Recreation Basketball Program	-		600		600.00
01-4520-0-001-4	Recreation Ski Program	2,601.50		2,800	2,655.92	144.08
01-4520-0-001-6	Recreation Community Service Award	-		400		400.00
01-4520-0-001-7	Recreation Soccer Program	1,531.70		600		600.00
01-4520-0-001-8	Recreation Senior Dinners	985.95		1,500	959.28	540.72
01-4520-1-120-1	Recreation Secretary Salary	10,876.09		10,912	3,773.28	7,138.72
01-4520-1-120-2	Recreation Maintenance Worker	17,852.16		18,802	13,445.75	5,356.25
01-4520-2-250-1	Recreational Mileage Reimbursement	365.17		750	353.64	396.36
01-4520-3-360-1	Recreation Playground & Parks	926.17		2,000	358.00	1,642.00
01-4520-5-520-1	Recreation Electricity	2,360.74		2,400	1,161.95	1,238.05
01-4520-5-550-0	Recreation General Maintenance	9,127.02		21,500	11,157.93	10,342.07
01-4520-5-550-4	Recreation Ice Rink	150.00		1,000		1,000.00
01-4520-5-560-1	Recreation Trash Removal	-		600		600.00
01-4520-5-560-2	Recreation Chemical Toilets	5,188.58		5,400	2,708.16	2,691.84
01-4520-6-670-0	Recreation Phone & Office Supplies	455.19		500	472.59	27.41
01-4520-9-940-1	Recreation Improvements	38,574.25		-	-	-
	Parks & Recreation Total	113,957.87	-	96,764	52,571.91	44,192.09
01-4550-1-110-1	Librarian Salaries	42,749.33		49,550	24,733.80	24,816.20
01-4550-1-120-1	Library Assistant Salaries	36,155.69		34,810	16,682.46	18,127.54
01-4550-1-120-2	Library Technical Assistant	10,026.73		9,703	4,162.61	5,540.39
01-4550-2-220-1	Library SS	5,215.90		5,832	2,692.54	3,139.46
01-4550-2-221-1	Library Medicare	1,220.66		1,364	629.68	734.32
01-4550-2-230-1	Library Retirement	4,681.20		5,535	2,762.76	2,772.24
01-4550-3-340-0	Library Operating Expenses	36,929.80		37,181	18,590.50	18,590.50
	Library Total	136,979.31	-	143,975	70,254.35	73,720.65
01-4583-0-001-1	Flags	1,641.84		1,500	1,899.00	(399.00)
01-4583-0-001-2	Auburn Historical Association	5,000.00		5,000		5,000.00
	Patriotic Purposes Total	6,641.84	-	6,500	1,899.00	4,601.00
01-4611-1-120-1	Conservation Secretary Salary	656.21		802	113.30	688.70
01-4611-3-390-0	Conservation Professional Services	-		500		500.00
01-4611-3-390-2	Conservation Maps & Supplies	21.50		350		350.00
01-4611-6-645-1	Conservation Education	65.00		500	353.00	147.00
01-4611-6-645-2	Conservation Dues & Memberships	303.00		600		600.00
01-4611-6-660-1	Conservation Natural Resource Inventory	-		1		1.00
	Conservation Administration Total	1,045.71	-	2,753	466.30	2,286.70
01-4711-4-410-1	Long Term Bond Principle	-		1		1.00
	Principle on LT Bonds & Notes Total	-	-	1	-	1.00
01-4721-4-420-1	Long Term Bond Interest	-		1		1.00
	Interest on Tax Anticipation Total	-	-	1	-	1.00
01-4723-4-420-1	Tax Anticipation Interest	-		1		1.00
	Interest on Tax Anticipation Total	-	-	1	-	1.00
01-4901-3-910-3	Recreation Improvements	-	-	41,500	61,812.07	(20,312.07)
	Land & Improvements	-	-	41,500.00	61,812.07	(20,312.07)
01-4902-7-700-1	Fire Apparatus Lease/Purchase	72,695.61		72,696	72,695.61	0.39
	Machinery, Vehicles & Equipment	72,695.61	-	72,696	72,695.61	0.39
01-4909-9-930-0	Road Reconstruction	652,334.44	275,756.02	800,000	196,861.39	878,894.63
	Improvements Other Than Bldgs Total	652,334.44	275,756.02	800,000.00	196,861.39	878,894.63
	Total Operating Budget	4,769,281.26	289,311.77	5,181,557.00	2,186,696.80	3,284,171.97
Warrant Articles						
01-4901-3-690-0	Mosquito Control (WA#7/10)	34,675.00		34,675	17,336.00	17,339.00
01-4902-7-700-2	Fire Pumper Truck (WA#6)	42,374.84		-		-
01-4909-9-930-7	Old Candia & Raymond Rd. Haz. Mit.	27,207.10	98,969.40		12,210.51	86,758.89

**Town of Auburn
2016 Expenditures**

		Expended	Encumbered	Budget	2016 YTD	Positive
Acct #	Description	2015	2015	2016	Expended	(Negative) Variance
01-4915-0-000-0	Capital Reserve Transfers	64,000.00		80,000	80,000.00	-
	Total Individual/Special Warrant Articles	168,256.94	98,969.40	114,675	109,546.51	104,097.89
	Total Appropriations	4,937,538.20	388,281.17	5,296,232	2,296,243.31	3,388,269.86
	Road Recon Encumbered					
	Griffin Bridge \$139,229.86					
	Bunker Hill Road \$118,346.16					
	Wayne Eddows \$18,180.00					

Bill Herman

From: aqfence@metrocast.net
Sent: Friday, July 22, 2016 7:05 AM
To: Bill Herman
Subject: Dartmouth Drive Gate -- Auburn, NH
Importance: High

Hi Bill, The fence is completely laid down and needs to be replaced. The gate is severely bent.

We'll put in new 2 1/2" line posts and top rail on the fence and if we just use the gate the way it is it may be able to reach the latch post with the chain, in that case the repair will be \$2,875.00. To replace the gate and do all the fence repairs the cost will be \$4,190.00. Thank You, Scott

On 07-19-2016 12:00 PM, Bill Herman wrote:

Hi Scott –

Just about a year ago, you installed a fence and gate for us at the top of Dartmouth Drive that has worked out very well for us.

This morning, we received reports that we sustained our first real damage to the gate in the past year. Auburn Police found portions of the fence pushed down in their patrols last night.

We would like to have you take a look at it and provide us a cost estimate to repair & restore the fence and gate.

If it is at all possible to have a number by Monday (July 25th), I will be able to secure a pretty quick decision on moving forward. Depending on the price, I may need approval from the Board of Selectmen, and they are meeting Monday evening.

Thank you for your assistance.

Bill

Bill Herman, CPM

Town Administrator

Town of Auburn

PO Box 309

Auburn, NH 03032

(603) 483-5052, ext. 111

NOTICE: Privacy should not be assumed with e-mails associated with Town business. Under New Hampshire's Right-to-Know law (RSA 91-A), documents – including e-mail communications – in the possession of public officials or public agencies concerning Town business are classified as public records that may be subject to public disclosure.

**Town of Auburn
Board of Selectmen
July 11, 2016**

Selectmen Present: James Headd, Richard Eaton & Dale Phillips

Also Present: Melissa Gates, Police Dispatcher; Edward Gannon, Fire Chief; Mike DiPietro, John Rolfe, Mike & Linda Dross, Michael Rolfe, Paula Marzloff, Susan Goodhue, Scott Norris, Russell Sullivan, and Tom Gonyea, Residents; William Herman, Town Administrator; Kathryn Lafond, Recording Secretary

Mr. Headd called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Approval of Accounts Payable for Week of July 4th, 2016

Mr. Eaton moved to approve the Accounts Payable Manifest in the amount of \$1,548,874.59 for the week of July 4th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Approval of Payroll for Week of July 11th, 2016

Mr. Eaton moved to approve the Payroll Manifest in the amount of \$41,684.27 for the week of July 11th, 2016; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Consent Agenda – Week of July 11th, 2016

Correspondence

Francis McFarland concerning Clean-up of 663 Raymond Road
NH Liquor Commission Re: Auburn Tavern Outdoor Deck Service
NH Department of Transportation Re: Safety Concerns on Route 121

Adoption Ordinance

Prohibition and Regulation of Fireworks Ordinance

Land Use Change Tax Warrant

Espana Building & Development (Tax map #2, Lot #9-3) - \$12,500.00

Yield Tax Warrant

Manchester Water Works (Tax Map #25, Lot #7) - \$294.07

Manchester Water Works (Tax Map #10, Lot #17) - \$2,187.88

Manchester Water Works (Tax Map #10, Lot #3) - \$1,238.96

Notice of Property Encumbrance Discharge

27 Buttonwood Drive, Tax Map #11, Lot #42-5

Abatement/Refund Request

David Brien, 439 Dearborn Road (Tax Map #11, Lot #17-A) - \$1,442.00

Pistol/Revolver License

Three (3) Licenses

Mr. Eaton moved to approve the Consent Agenda as presented; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Public Hearing

The Board of Selectmen held a public hearing pursuant to the provisions of NH RSA 53-C: 3-a for the purpose of receiving public comment concerning the proposed extension of the cable television franchise agreement between the Town of Auburn and Comcast of New Hampshire, Inc. Mr. Herman indicated that the proposed franchise agreement would continue the current agreement for an additional 10 years. Mr. DiPietro asked if the agreement could be renewed for 5 years. The thought that it possibly could. There were no further comments from the public.

Mrs. Phillips moved to renew the television franchise agreement with Comcast of New Hampshire, Inc. from August 17, 2017 through August 16, 2027; Mr. Eaton seconded the motion; all were in favor, the motion passed unanimously.

Building Inspector, Carrie Rouleau-Cote – Update on Online Permitting

Mrs. Rouleau-Cote indicated that approximately a month and a half ago the Board authorized her to move forward with eCity Systems to provide an online option for building permits. Mrs. Rouleau-Cote continued that she has spoken with Mr. Herman about proposing a possible change in the fee schedule on the March 2017 ballot. Mrs. Rouleau-Cote would like the Boards authorization to launch the online permits, there will be a \$5.00 processing fee that will be paid to eCity systems and fee similar to the one that is charged through the Town Clerks office for using a card to pay the fee online. The Board asked if there were other towns going online. Mrs. Rouleau-Cote indicated that Allenstown is online. Chester and a few others are moving forward with it as Auburn is. The Board agreed that Mrs. Rouleau-Cote could move forward with launching the online permits.

Melissa Gates – Update on Manchester Water Works Trail Project

Ms. Gates provided an update on the progress of the Manchester Water Works gate identification project, indicating that the gates have been given addresses and vendors are now being looked at to make signs for each gate listing the identification information. Manchester Water Works will be paying for this expense. Mr. Carpenter indicated that the town has two gates as well and provided the locations to Ms. Gates. Ms. Gates indicated that she could look into them and include them in the project process. The Board were agreeable with paying the fee for signage for those two gates.

Ms. Gates informed the board that the Auburn Safety Complex is a Safe Station. Anyone who struggles with addiction and would like help can come into the station 24-7 and Hope for Recovery will be contacted to provide help to the individual.

Ms. Gates also informed the Board that the Auburn Police Department is running a “Caught You Red Handed” campaign. If kids are “caught” doing something good, like wearing their bike helmet, etc., they will be given a citation for a free “Slushies” at the Auburn Village Store.

Ms. Gates noted that the Police Department has looked into a program called RUOK (Are you OK). Residents can register through this program and set themselves up to receive automated calls at certain times, if these calls go unanswered the Police and Fire will be dispatched to check in on the resident. The Police Department would like to see if there is interest in the community for this service before purchasing the program. Mr. Headd suggested that the Police Department put information in the monthly Auburn Village Crier.

Road Closure Request – Wethersfield Block Party/Road Race

Chief Gannon informed the Board that he was approached by a group of young adults that have formed a non-profit organization that would like to hold a road race in conjunction with the annual block party in the Wethersfield subdivision. Chief Gannon introduced Isabella who is on the youth organization board. Isabella explained to the Board that they hold fundraisers called blessings for backpacks where backpacks are filled with necessary items such as food or school supplies and given to those in need. Isabella indicated that the organization is looking for permission to hold the race and is seeking a donation for port-a-potties. Isabella stated that they are looking at approximately 50 race participants. Mr. Eaton asked which roads would be closed for the race. Isabella introduced Steven who is coordinating the race route. Steven informed the Board of the tentative race route which included Windsor Drive to Winchester Way and possibly Steam Mill Road. Chief Gannon stated that the Fire Department and Police Department are more than willing to help with the race logistics. Mr. Headd asked when the race would occur. Isabella stated September 18th. The Board agreed that they were in favor of the youth group's road race.

New Business

Rockingham Road/No Parking Zone

The Board reviewed a letter indicating the Highway Safety Committees recommendation to post a 450 section of Rockingham Road in the vicinity of the Auburn Pitts for no parking on one side of the road. Road Agent Dross noted that the issues with the road not being passable by emergency vehicles happens when events at the establishment occur, similar problems occur at other areas in Auburn as well, such as the Longmeadow church. Mrs. Dross noted that when she lived on Rockingham Road she experienced that it was very difficult to see pulling out of driveways when vehicle were parked on both side of the road. Mrs. Phillips suggested that perhaps the town could send a letter to the Auburn Pitts to see if they would look into the matter of their patrons parking in the street, perhaps they will self-police themselves.

Landfill Monitoring Report

The Board was presented with the 2016 Groundwater Monitoring Report for their review.

2017-2018 NHMA Legislative Policy Process

The Board was presented with information regarding potential New Hampshire Municipal Association legislative policy recommendations.

Old Business

Library Roof Proposal

Mr. Eaton presented a roofing sample board that he intended to give to the Library Trustees and went on to talk about the specific materials and warranties. Mr. Eaton relayed that he spoke to Score Construction, S & W Roofing and Derry Roofing as well as their references. Mr. Eaton recommends that the Town award the bid for the Library Roof to S & W Roofing, LLC. The other Board members were in agreement.

Mr. Eaton moved to award the bid for the Griffin Free Library roof to S & W Roofing, LLC in the bid amount of \$11,900; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Old Candia Road Culvert Project

The Board was provided with the bid request for the precast concrete culvert of Old Candia Road. Mr. Herman indicated that bids are due by Thursday, July 14th at 2:00 p.m.

Recreation Improvements Over-Expenditure

Mr. Herman noted that the Board has previously requested the Parks and Recreation Commission to look through their budget to see how much money might be able to be used to offset the over-expenditure for the Recreation Improvement account. Mr. Nye had provided area in the budget totaling \$5,000 that could be used. Mr. Herman indicated that this would leave a balance of a little over \$15,000 over-expended. Mr. Herman continued that Stantec is designing and permitting the walk path which will be another \$3,000 to \$4,000. The Board agreed that they would like Stantec to continue to move forward with that. Mr. Herman stated that would bring the over-expenditure in the Recreation Improvements line back up to approximately \$18,000 to \$20,000. The Board agreed to talk to Finance Director, Adele Frisella to see where funds to off-set the over expenditure may be available.

Minutes

June 20th, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the June 20th, 2016 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

June 27th, 2016 Public Meeting

Mr. Eaton moved to approve the minutes of the June 27th, 2016 public meeting; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Non-Public Session

Mr. Eaton moved to enter into non-public session pursuant to RSA 91-A 3, II (a) Compensation of Public Employee(s) & (d) Consideration of the acquisition, sale or lease of real property; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen was Dan Carpenter; Town Administrator Herman and Secretary Lafond.

Mr. Eaton moved to exit non-public session; Mrs. Phillips seconded the motion; A roll call vote was taken; Mr. Headd – yes, Mrs. Phillips – yes, Mr. Eaton - yes. The motion passed.

Mr. Eaton moved to seal the minutes of the non-public sessions; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a step increase for the Building Inspector from a Labor Grade 10, Step 17 to a Labor Grade 10, Step 18 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a step increase for the Executive Assistant from a Labor Grade 7, Step 10 to a Labor Grade 7, Step 11 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a 2% step increase to the annual stipend for the Welfare Officer based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Eaton moved to approve a step increase for the Land Use Administrator from a Labor Grade 7, Step 9 to a Labor Grade 7, Step 10 based on a positive performance evaluation; Mrs. Phillips seconded the motion; all were in favor, the motion passed unanimously.

Mr. Headd moved to adjourn; Mr. Eaton seconded the motion; all were in favor, the public meeting ended at 8:19 p.m.

**Town of Auburn
Board of Selectmen
July 15, 2016**

Selectmen Present: James Headd & Richard Eaton

Also Present: Brian Duggan, Municipal Resources Senior Consultant; and Town Administrator William Herman

Mr. Headd called the meeting to order at 10:03 AM.

Non-Public Session:

Mr. Eaton moved to enter into Non-Public Session at 10:03 AM pursuant to the provisions of RSA 91-A: 3, II (c) reputation of someone other than a member of the Board. Second by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes. The motion passed.

Meeting in Non-Public Session with the Selectmen were Mr. Duggan and Town Administrator Herman.

The Selectmen were interviewed by Mr. Duggan for their thoughts concerning the operation of the Auburn Fire Department and the performance of the department's personnel.

Mr. Eaton moved to come out of Non-Public Session at 10:30 AM. Second by Mr. Headd. A roll call vote was taken: Mr. Headd – yes; Mr. Eaton – yes. The motion passed.

Adjourn:

Mr. Eaton moved to adjourn; Mr. Headd seconded the motion. All were in favor, the meeting was adjourned at 10:30 AM.