

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

**7:00 p.m.**

**( ) Call to Order – Pledge of Allegiance**

Approval of Accounts Payable Manifest for the Week of October 7, 2019  
Approval of Consent Agenda – Week of October 7, 2019

**( ) Appointments with the Board**

Patricia Rousseau & Amy Lachance – Scheduling of Community Room

**( ) FY 2020 Town Budget Presentations**

- Elections, Registrations & Vital Records – Kathleen Sylvia
- General Government Buildings – Administration & Finance
- General Government – Administration & Finance

**( ) New Business**

Alternate Ex-Officio Member – Budget Committee

**( ) Old Business**

Parks & Recreation – Brush Clearing Project – Skating Rink  
Application of Municipal Revenue Sharing  
Addition to Police Department

**( ) Report / Comments of Ex-officio Board Representatives**

**( ) Other Business**

**( ) Next Meetings / Events**

Monday, October 21, 2019 – Board of Selectmen's Meeting – 7:00 PM  
Monday, October 28, 2019 – Board of Selectmen's Meeting – 7:00 PM

**( ) Minutes**

- September 30, 2019 Public Meeting
- September 30, 2019 Non-Public Meeting

**( ) Non-Public Session – RSA 91-A: 3, II (a), (e) and (l)**

Performance review of a public employee, consideration of negotiations of pending claims against the Town and to receive advice from legal counsel

**( ) 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."*

## POLICY CONCERNING USE OF THE COMMUNITY ROOM AT THE AUBURN SAFETY COMPLEX

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The Town of Auburn maintains a room at the Auburn Safety Complex (55 Eaton Hill Road) as a multi-purpose room intended to be used for a variety of community and town meetings, gatherings and functions. The room is referred to as the "Community Room".

In order to ensure the appropriate use of the facility, the Auburn Board of Selectmen has adopted the following policy to govern the scheduling and use of the facility.

### **Scheduling:**

Scheduling for the Community Room shall be handled through the Executive Assistant in the Selectmen's Office. In general terms, scheduling shall be accommodated on a first-come, first-serve basis. However, the emphasis for the use of the room shall be to first meet the needs of the Town of Auburn and its boards, committees, commissions and departments. These Town governmental uses of the Community Room shall take priority over all others.

A request form for use of the facility is available from the Selectmen's Office. Once a completed form is returned to the Selectmen's Office, the requested use is approved by the Fire Chief, Police Chief and Town Administrator.

Understanding multi-entities could utilize the Community Room for different events during the course of a day, the scheduling of the use of the Community Room will provide a minimum one-half hour break in-between scheduled uses in order to allow for the clean-up of the room by one user and the potential set-up of the room by the next user.

Beyond what could be considered official Town of Auburn uses, the Community Room is available for use by local organizations in the community for meetings, local residents for family functions or events, hosting of "Town Meeting" style political meetings, and potentially for classes, workshops or other activities (i.e. - dance classes, art or painting classes, aerobics, etc.) where participants pay a fee to participate.

### **Rental Fees:**

Through this policy, the Town of Auburn is establishing rental fees standards for the use of the Community Room.

Resident (Individual or Family) \$25.00

Resident Business Use: \$50.00

Non-Resident (Individual, Family or Business): \$150.00

The fees above are established per day/evening use of the Community Room, to be paid one week in advance of rental. (Non-resident rental can be done only under the direct authorization of the Board of Selectmen).

POLICY CONCERNING USE OF THE COMMUNITY ROOM  
AT THE AUBURN SAFETY COMPLEX

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**Insurance Certificate:**


A certificate of insurance by the party using the Community Room shall be provided to the Town at the time the rental fee is paid. The certificate of insurance shall name the Town of Auburn as an additionally insured party.

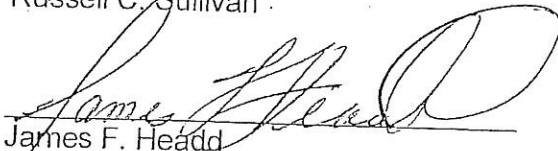
**Non-Profit Organizations:**

The rental by any Auburn non-profit organization are free of any rental fee (security deposit still required) provided the Community Room is left cleaned and orderly following the use of the room. Among the entities that would fall under this category are: Auburn Village School, the Auburn Lions Club, Massabesic Seniors, Auburn Volunteer Fireman's Association, Friends of the Griffin Free Public Library, Auburn Historical Association, Auburn Little League, Auburn Mom's Club and local scout troops are exempt from rental fees, but will be billed for any damages or cleaning costs that may be incurred by the Town.

**Political Parties or Political Candidates** recognized by the NH Secretary of State allowed one free rental of the Community Room in a calendar year.

Adopted by the Board of Selectmen the 24th day of September, 2012.

  
\_\_\_\_\_  
Russell C. Sullivan

  
\_\_\_\_\_  
James F. Headd

  
\_\_\_\_\_  
Paul M. Raiche  
AUBURN BOARD OF SELECTMEN

Received and recorded this 25 day of September, 2012

  
\_\_\_\_\_  
Joanne T. Linxweiler, Town Clerk

# 2020 PROPOSED ELECTION, REGISTRATION & VITAL STATS

## 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    |
|   | As of December   | As of December   | As of December   | As of December   | As of September | 2020             |             | 2020            | 2020        |
| <b>General Fund</b>                             |                  |                  |                  |                  |                 |                  |             |                 |             |
| <b>Election, Regis &amp; Vital Stats</b>        |                  |                  |                  |                  |                 |                  |             |                 |             |
| 1 01-4140-1-165-0 Election Personnel            | 0.00             | 4,975.00         | 6,300.00         | 3,000.00         | 2,300.00        | 14,500.00        | 383%        |                 |             |
| 2 01-4140-1-165-5 Checklist Supervisors         | 5,187.25         | 2,883.65         | 3,148.03         | 950.00           | 1,169.08        | 6,500.00         | 584%        | 6,500.00        |             |
| Narrative for Column # 8                        |                  |                  |                  |                  |                 |                  |             |                 |             |
| BOS APPROVED 9/23/19                            |                  |                  |                  |                  |                 |                  |             |                 |             |
| 3 01-4140-1-165-9 Booths - Set Up               | 1,629.70         | 0.00             | 0.00             | 0.00             | 0.00            | 0.00             |             |                 |             |
| 4 01-4140-6-620-1 Ballots                       | 5,248.05         | 0.00             | 0.00             | 0.00             | 0.00            | 0.00             |             |                 |             |
| 5 01-4140-6-620-2 Record Preservation           | 0.00             | 7,600.00         | 3,630.00         | 4,000.00         | 0.00            | 4,000.00         |             |                 |             |
| 6 01-4140-6-645-1 Town Clerk Dues & Conferences | 1,037.53         | 1,692.20         | 1,801.35         | 3,000.00         | 1,661.21        | 3,600.00         | 20%         |                 |             |
| 7 01-4140-6-650-1 Law Books                     | 779.13           | 1,294.45         | 64.45            | 1,100.00         | 797.95          | 1,000.00         | -9%         |                 |             |
| 8 01-4140-6-660-0 Election Expenses             | 0.00             | 4,595.94         | 6,178.86         | 3,000.00         | 3,537.00        | 14,500.00        | 383%        |                 |             |
| 9 01-4140-6-660-1 Dog Tags                      | 411.54           | 411.54           | 417.56           | 500.00           | 0.00            | 450.00           | -10%        |                 |             |
| <b>Election, Regis &amp; Vital Stats Total</b>  | <b>14,293.20</b> | <b>23,452.78</b> | <b>21,540.25</b> | <b>15,550.00</b> | <b>9,465.24</b> | <b>44,550.00</b> | <b>186%</b> | <b>6,500.00</b> | <b>0.00</b> |
| <b>Grand Total:</b>                             | <b>14,293.20</b> | <b>23,452.78</b> | <b>21,540.25</b> | <b>15,550.00</b> | <b>9,465.24</b> | <b>44,550.00</b> | <b>186%</b> | <b>6,500.00</b> | <b>0.00</b> |

|   |   | 1<br>Expended<br>2016<br><br>As of December | 2<br>Expended<br>2017<br><br>As of December | 3<br>Expended<br>2018<br><br>As of December | 4<br>Budgeted<br>2019<br><br>As of December | 5<br>Expended YTD<br>2019<br><br>As of September | 6<br>Dept/Comm<br>Request<br>2020 | 7<br>% Chg<br>19/20 | 8<br>BOS<br>Approved<br>2020 | 9<br>Budget Comm<br>Approved<br>2020 |
|---|---|---|---|---|---|--|-----------------------------------|---------------------|------------------------------|--------------------------------------|
| <b>Government Buildings &amp; Mainten</b> |   |   |   |   |   |  |                                   |                     |                              |                                      |
| 1   | 01-4194-5-510-1                             | Town Hall Telephone/Internet                | 0.00  | 4,594.77                                    | 3,700.92                                    | 4,500.00   | 3,158.55                          | 4,400.00            | -2%                          |                                      |
|   | Narrative for Column # 6                    |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Comcast \$314 x 12 = \$3,768                |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Reimburse \$40 x 12 = \$480                 |   |   |   |   |  |                                   |                     |                              |                                      |
| 2   | 01-4194-5-510-2                             | Highway Telephone/Internet                  | 0.00  | 1,069.73                                    | 1,254.12                                    | 1,200.00   | 732.07                            | 1,300.00            | 8%                           |                                      |
|   | Narrative for Column # 6                    |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Verizon \$64 x12 = \$768                    |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Consolidated \$40x 12 \$480                 |   |   |   |   |  |                                   |                     |                              |                                      |
| 3   | 01-4194-5-510-3                             | PD/ACO Telephone/Internet                   | 0.00  | 9,932.18                                    | 9,551.78                                    | 10,000.00  | 6,566.25                          | 10,200.00           | 2%                           |                                      |
|   | Narrative for Column # 6                    |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Comcast \$250 x 12 = \$3,000                |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Verizon \$455 x 12 = \$5,460                |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Consolidated \$145 x 12 = \$1,740           |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Added 2 aircards Upgraded ACO to smartphone |   |   |   |   |  |                                   |                     |                              |                                      |
| 4   | 01-4194-5-510-4                             | FD/OEM Telephone/Internet                   | 0.00  | 7,058.86                                    | 7,954.27                                    | 7,500.00   | 5,206.93                          | 6,000.00            | -20%                         |                                      |
|   | Narrative for Column # 6                    |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Comcast \$250 x 12 = \$3,000                |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Verizon \$140 x 12 = \$1,680                |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Reimburse \$40 x 12 = \$480                 |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Firstlight \$64 x12 = \$768                 |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Removed 2 cell phones                       |   |   |   |   |  |                                   |                     |                              |                                      |
| 5   | 01-4194-5-510-5                             | P & R Telephone/Internet                    | 0.00  | -13.23                                      | 0.00  | 100.00   | 0.00                              | 1.00                | -99%                         |                                      |
| 6   | 01-4194-5-520-1                             | Town Hall Electric                          | 6,500.90                                    | 4,264.46                                    | 5,082.99                                    | 4,800.00   | 2,289.98                          | 3,800.00            | -21%                         |                                      |
| 7   | 01-4194-5-520-2                             | Highway Electric                            | 0.00  | 2,561.58                                    | 2,641.42                                    | 3,000.00   | 2,137.28                          | 4,000.00            | 33%                          |                                      |
| 8   | 01-4194-5-520-3                             | Safety Complex Electric                     | 0.00  | 13,097.53                                   | 14,103.62                                   | 13,500.00  | 8,963.13                          | 13,500.00           |                              |                                      |
| 9   | 01-4194-5-520-4                             | Pingree Hill Electric                       | 0.00  | 1,993.53                                    | 2,447.81                                    | 2,500.00   | 1,634.97                          | 2,500.00            |                              |                                      |
| 10  | 01-4194-5-520-5                             | P & R Electric                              | 0.00  | 2,093.10                                    | 2,201.13                                    | 2,200.00   | 1,268.06                          | 2,200.00            |                              |                                      |
| 11  | 01-4194-5-530-1                             | Town Hall Heating                           | 10,417.56                                   | 2,377.19                                    | 4,018.11                                    | 5,200.00   | 2,366.56                          | 4,500.00            | -13%                         |                                      |
| 12  | 01-4194-5-530-2                             | Highway Heating                             | 0.00  | 6,661.49                                    | 3,426.70                                    | 4,500.00   | 2,627.40                          | 5,000.00            | 11%                          |                                      |
| 13  | 01-4194-5-530-3                             | Safety Complex Heating                      | 0.00  | 8,862.29                                    | 12,483.77                                   | 14,000.00  | 8,139.45                          | 15,000.00           | 7%                           |                                      |
| 14  | 01-4194-5-530-4                             | Pingree Hill Heating                        | 0.00  | 2,128.55                                    | 3,181.92                                    | 3,000.00   | 2,271.52                          | 3,000.00            |                              |                                      |
| 15  | 01-4194-5-550-1                             | Repairs & Maintenance                       | 7,759.66                                    | 2,760.26                                    | 2,529.86                                    | 4,900.00   | 3,513.15                          | 4,900.00            |                              |                                      |
|   | Narrative for Column # 6                    |   |   |   |   |  |                                   |                     |                              |                                      |
|   | TH Furnance Clean/Repair \$1,000            |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Highway Furnance Clean/Repair \$700         |   |   |   |   |  |                                   |                     |                              |                                      |
|   | TH Generator Maintenance \$250              |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Smoke Detectors Check/Replace \$250         |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Fire Extinguisters Check/Replace \$200      |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Lighting Repair/Replacement \$1,000         |   |   |   |   |  |                                   |                     |                              |                                      |
|   | Miscellaneous \$1,500                       |   |   |   |   |  |                                   |                     |                              |                                      |
| 16  | 01-4194-5-550-2                             | Municipal Property Mowing                   | 25,991.00                                   | 25,807.00                                   | 27,980.00                                   | 30,000.00  | 26,442.34                         | 34,900.00           | 16%                          |                                      |
|   | Narrative for Column # 6                    |   |   |   |   |  |                                   |                     |                              |                                      |

# 2020 PROPOSED GOVERNMENT BUILDINGS & MAINTENANCE

## 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 September |            |       |          |             |
| Mowing Contract for 11 properties \$32,500         |                     |                |                |                |                |                 |            |       |          |             |
| Fertilizer \$2,000                                 |                     |                |                |                |                |                 |            |       |          |             |
| Irrigation System Maintenance/Safety Complex \$400 |                     |                |                |                |                |                 |            |       |          |             |
| 17 01-4194-5-560-1                                 | Plant Costs         | 1,856.00       | 4,974.61       | 4,497.62       | 4,660.00       | 4,031.41        | 5,000.00   | 7%    |          |             |
| Narrative for Column # 6                           |                     |                |                |                |                |                 |            |       |          |             |
| Trash P/U \$350                                    |                     |                |                |                |                |                 |            |       |          |             |
| State Lift & Boiler Inspection \$400^              |                     |                |                |                |                |                 |            |       |          |             |
| Storage Units \$240 x 12 = \$2,950^                |                     |                |                |                |                |                 |            |       |          |             |
| Lift Inspection \$350                              |                     |                |                |                |                |                 |            |       |          |             |
| TH Fire Alarm System \$450                         |                     |                |                |                |                |                 |            |       |          |             |
| Miscellaneous \$500                                |                     |                |                |                |                |                 |            |       |          |             |
| 18 01-4194-6-660-1                                 | Bottled Water       | 273.59         | 325.83         | 153.21         | 300.00         | 35.10           | 1.00       | -100% |          |             |
| Narrative for Column # 6                           |                     |                |                |                |                |                 |            |       |          |             |
| Move to Office Supplies.                           |                     |                |                |                |                |                 |            |       |          |             |
| 19 01-4194-6-660-2                                 | Janitorial Supplies | 126.04         | 565.21         | 46.24          | 400.00         | 16.79           | 250.00     | -38%  |          |             |
| 20 10-4194-9-920-0                                 | Building Repairs    | 58,252.87      | 0.00           | 0.00           | 0.00           | 0.00            |            |       |          |             |
| Grand Total:                                       |                     | 111,177.62     | 101,114.94     | 107,255.49     | 116,260.00     | 81,400.94       | 120,452.00 | 4%    | 0.00     | 0.00        |

# 2020 PROPOSED GENERAL GOVERNMENT 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 September |           |       |           |             |
| <b>General Fund</b>   |                                  |                |                |                |                |                 |           |       |           |             |
| <b>General Government</b>   |                                  |                |                |                |                |                 |           |       |           |             |
| 1 01-4199-2-290-2   | General Reimbursement            | 4,136.87       | 4,246.29       | 3,808.65       | 3,700.00       | 2,938.37        | 4,000.00  | 8%    |           |             |
| 2 01-4199-3-310-2   | General Consulting Services      | 14,528.75      | 36,057.68      | 15,712.64      | 20,490.00      | 5,519.75        | 20,630.00 | 1%    |           |             |
| Narrative for Column # 6  |                                  |                |                |                |                |                 |           |       |           |             |
| ANS-Monthly Maint \$427.50x12=\$5,130   |                                  |                |                |                |                |                 |           |       |           |             |
| Est. In House Support \$2,000   |                                  |                |                |                |                |                 |           |       |           |             |
| CIP-Yearly Update \$1,500   |                                  |                |                |                |                |                 |           |       |           |             |
| Stantec \$12,000  |                                  |                |                |                |                |                 |           |       |           |             |
| 3 01-4199-3-340-1   | Contracts Software & Maintenance | 44,728.69      | 31,690.85      | 35,005.37      | 41,525.00      | 43,124.45       | 33,619.00 | -19%  |           |             |
| Narrative for Column # 6  |                                  |                |                |                |                |                 |           |       |           |             |
| Interware \$5,722   |                                  |                |                |                |                |                 |           |       |           |             |
| Harris \$13,037   |                                  |                |                |                |                |                 |           |       |           |             |
| Avitar \$7,000  |                                  |                |                |                |                |                 |           |       |           |             |
| Precision Forecasting \$1,200   |                                  |                |                |                |                |                 |           |       |           |             |
| Civic Plus \$2,000  |                                  |                |                |                |                |                 |           |       |           |             |
| Cloud Back up \$105x12=\$1260   |                                  |                |                |                |                |                 |           |       |           |             |
| E-mail Exchange \$2,000   |                                  |                |                |                |                |                 |           |       |           |             |
| Archive \$700   |                                  |                |                |                |                |                 |           |       |           |             |
| Copier Service \$700  |                                  |                |                |                |                |                 |           |       |           |             |
| 4 01-4199-3-390-1   | Tax Map Update                   | 7,900.00       | 5,250.00       | 1,800.00       | 6,100.00       | 6,380.00        | 6,100.00  |       |           |             |
| Narrative for Column # 6  |                                  |                |                |                |                |                 |           |       |           |             |
| GIS \$2,400   |                                  |                |                |                |                |                 |           |       |           |             |
| Mapping \$3,700   |                                  |                |                |                |                |                 |           |       |           |             |
| 5 01-4199-3-390-4   | General Recording Fees           | 563.13         | 298.22         | 253.20         | 450.00         | 262.30          | 400.00    | -11%  |           |             |
| 6 01-4199-5-410-1   | Bank Charges/Fees                | 140.80         | 393.49         | 396.51         | 320.00         | 0.00            | 320.00    |       |           |             |
| 7 01-4199-5-510-0   | General Internet Services        | 1,070.78       | 0.00           | 10.00          | 0.00           | 0.00            | 0.00      |       |           |             |
| 8 01-4199-5-510-1   | General Telephone                | 4,506.54       | -13.93         | 388.83         | 0.00           | 0.00            | 0.00      |       |           |             |
| 9 01-4199-6-610-1   | General Office Equipment         | 4,447.35       | 6,080.86       | 5,615.98       | 5,500.00       | 155.25          | 6,000.00  | 9%    |           |             |
| Narrative for Column # 6  |                                  |                |                |                |                |                 |           |       |           |             |
| Added \$300 for Town Clerk signature pads for MV registrations + \$200 for MV printers now owned by the town.                                       |                                  |                |                |                |                |                 |           |       |           |             |
| 10 01-4199-6-611-1  | Copy Machine Lease               | 1,188.00       | 1,128.39       | 653.61         | 1.00           | 0.00            | 1.00      |       |           |             |
| 11 01-4199-6-620-3  | Newsletter                       | 16,193.00      | 19,355.39      | 18,423.90      | 18,500.00      | 15,360.26       | 22,000.00 | 19%   | 22,000.00 |             |
| 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   |                                  |                |                |                |                |                 |           |       |           |             |
| Narrative for Column # 8  |                                  |                |                |                |                |                 |           |       |           |             |
| BOS approved 9/16/2019.   |                                  |                |                |                |                |                 |           |       |           |             |
| 12 01-4199-6-630-1  | General Postage                  | 6,516.06       | 7,467.92       | 6,526.87       | 7,000.00       | 5,434.43        | 7,000.00  |       |           |             |
| 13 01-4199-6-645-1  | Conferences, Seminars & Dues     | 1,006.25       | 1,345.39       | 2,829.59       | 4,000.00       | 2,408.94        | 4,000.00  |       |           |             |
| 14 01-4199-6-670-1  | General Office Supplies          | 5,714.51       | 4,831.69       | 5,230.73       | 6,000.00       | 4,473.55        | 6,000.00  |       |           |             |
| 15 01-4199-6-680-1  | General Advertising              | 754.89         | 582.56         | 298.15         | 600.00         | 0.00            | 550.00    | -8%   |           |             |

# 2020 PROPOSED GENERAL GOVERNMENT 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 September  |                   |       |                  |             |
| 16 01-4199-6-690-1              | Miscellaneous Budget Expenditures | 376.80            | 958.95            | 1,451.89         | 1,250.00          | 39.19            | 1,250.00          |       |                  |             |
| <b>General Government Total</b> |                                   | <b>113,772.42</b> | <b>119,673.75</b> | <b>98,405.92</b> | <b>115,436.00</b> | <b>86,096.49</b> | <b>111,870.00</b> | -3%   | <b>22,000.00</b> | <b>0.00</b> |
| <b>Grand Total:</b>             |                                   | <b>113,772.42</b> | <b>119,673.75</b> | <b>98,405.92</b> | <b>115,436.00</b> | <b>86,096.49</b> | <b>111,870.00</b> | -3%   | <b>22,000.00</b> | <b>0.00</b> |



## 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: October 1, 2019

Re: Tree & Brush Trimming adjacent to Skating Rinks and Basketball Court

In follow-up to the Board's discussion at your meeting on September 23<sup>rd</sup> with Amy Lachance concerning the contracting for tree and brush trimming adjacent to skating rinks and basketball court. Parks & Recreation had secured a cost proposal from a local vendor that totaled \$3,000, and the Board recommended they solicit at least a second price for comparison purposes.

Amy Lachance asked the Road Agent about working through Alliance Tree Cutting, who handles most of the Town work when needed. Mike Dross had also had a request from the Cemetery Trustees for similar work within the Auburn Village Cemetery along their fence line (side and back I believe), in addition to the cutting of several large hanging tree limbs. Mike received a quote of \$1,800 for the cemetery and \$1,000 for the Parks & Recreation area.

The Chair of the Cemetery Trustees felt their project was too costly and told the Road Agent not to book it, that they would "handle internally". Mike has indicated he has other Town work that can be done when the P&R work is scheduled, so the \$1,000 price is still a good one for that work.

Parks and Recreation is awaiting the Board's approval before scheduling any work.

Thank you for your consideration.







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[townadmin@townofauburnnh.com](mailto:townadmin@townofauburnnh.com)

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: October 2, 2019

Re: State Budget – Municipal Revenue Sharing

In follow-up to the Board's discussion at your meeting on September 30<sup>th</sup> concerning the potential use of the municipal aid or revenue sharing that Auburn will receive from the State of New Hampshire, I wanted to share some additional information for the Board's consideration.

Part of the Board's initial discussion was to use half of the \$42,588.50 Auburn should be receiving towards the completion of the addition to the Auburn Police Department. The other half as a revenue source to reduce taxes.

For the consideration of reducing property taxes, half of the \$42,588.50 would result in \$21,294 being used to reduce property taxes. With a 2019 net assessed valuation totaling \$860,548,828, the use of \$21,294 towards reducing property taxes would result in a \$0.02 reduction in the tax rate.

For the consideration of using these funds towards a specific purpose or purposes, in approving the provision of \$40 million over two-years as municipal aid, the Legislature took specific steps to allow for local decisions to be made as to how the funds were to be used. This was particularly important to Senator Lou D'Alessandro (D-Manchester), Chair of the Senate Finance Committee.

Recognizing the payment of the first year's amount of money is coming towards the end of most municipalities' fiscal year, the budget law indicated this money may be used to reduce the 2019 property tax rate or may be considered unanticipated revenue and expended under the provisions of RSA 31:95-b, even if the municipality has not adopted that statute. This suggests the Legislature went out of their way to enable the local governing body to determine exactly how these funds will be spent, even going so far as to granting to governing boards permission to use them even if their voters had not previously given them permission to accept and expend unanticipated revenue outside of the normal budget process.

Hopefully, this information will be of some help in determining what you would like to do with the first year's funds.

Thank you for your consideration.

**Town of Auburn  
Board of Selectmen  
September 30, 2019  
Minutes**

**Selectmen Present:** Richard Eaton, Keith Leclair and Todd Bedard

**Others Present** Carrie-Rouleau-Cote, Building Inspector, Planning Board Chair Ron Poltak, Paula Marzloff, Police Chief Ray Pelton, Michael DiPietro, 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 Payroll Manifest for the Week of September 30, 2019 - \$48,516.66**

*Mr. Leclair motioned to approve the Payroll Manifest for the Week of September 30, 2019 in the amount of \$48,516.66. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Approval of Consent Agenda for the Week of September 30, 2019**

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of September 30, 2019 some of which included: one (1) Property Lien Discharge, one (1) Portal Authorized Users Certification for HealthTrust NH and two (2) Pistol/Revolver Licenses.

*Mr. Leclair motioned to approve the Consent Agenda for the Week of September 30, 2019. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

**Appointments with the Board**

**FY 2020 Town Budget Presentations**

Building Inspector/Code Enforcement – Carrie Rouleau-Cote

The proposed Building Inspector budget in the amount of \$12,300 is level funded from last year.

Mr. Leclair questioned Legal Expenditures which reflected a negative amount of \$863 expended toward that \$5,000 line item. Mrs. Rouleau-Cote explained the Town was awarded legal fees, one was paid up front and another is on a payment plan, and the Finance Director was applying the revenue against the expenditure line.

*Mr. Leclair motioned to approve the FY 2020 Building Inspector/Code Enforcement budget of \$12,300. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.*

## Planning and Zoning – Ron Poltak

The proposed Planning & Zoning Budget in the amount of \$49,150 is level funded from last year.

Other than the usual expenses for office support and mileage, Mr. Poltak discussed the larger line items which were \$20,000 for each of legal expenses and Master Plan & Regulatory Updates and \$3,000 for engineering services. Mr. Poltak explained no funds were needed to be expended for engineering services last year which would typically be paid to Stantec when consulting is needed. Mr. Poltak explained only \$2,800 were expended in legal fees last year due to the competency of the ZBA and Planning Board Chairs. Mr. Poltak focused on costs for Master Plan and Regulatory Updates which he noted will increase somewhat with the majority going to development of an age 55 and over housing ordinance, and the remainder due to legislative changes that require more recent updates to the Town ordinances and regulations. Responding to a questions, Mr. Poltak advised the Master Plan must by statute be updated every 7-10 years. If it wasn't done, the consequences are the teeth of the Town land use ordinances is placed in jeopardy.

Mr. Poltak reviewed some of the legislative changes affecting the Planning Board and Zoning Board of Adjustment including the purging of past variances which were not perfected within two years of approval. Another change is the establishment of a new state land appeals board that will begin next year. The three-person panel will be appointed by the Governor and is expected to handle housing development issues that would normally go to the Superior Court.

Mr. Poltak noted there will be updates needed to Town ordinances for the lighting provisions of commercial and industrial areas, many of whom are switching to LED fixtures; finding a way to monitor and police multi-housing impacts after the cluster development ordinances have been thrown out; reaction to the 78-page Supreme Court decision regarding signs and first amendment provisions and banner signs; the provisions for protecting public gatherings with temporary tenting structures meeting Fire and Building Code; there will be changes to regulations on kennels and boarding with two local veterinarians looking to expand; water resource protection ordinances will be developed to protect against large commercial draws from the ground water by limiting the amounts that can be drawn per day; pre-construction meeting locations and notification.

Mr. Poltak has continued to receive complaints about fireworks disturbances from citizens. Mr. Poltak recommended the Board consider notifying the Townspeople in advance by posting on the Town webpage five days prior to a presentation. Mr. Eaton noted this could create more problems and restated the Board's previous position on both the noise and firework's ordinance.

Mr. Poltak discussed the need to update subdivision and site plan review regulations to address construction staging areas which can be left unsightly for years while a project is ongoing. Mr. Eaton offered to spend some time consulting with the Planning Board on this. Mr. Eaton noted success with utilizing an open space for staging and then reclaiming and reseeding the space after removal. Mr. Leclair added so there will not be a visual or audible problem to abutters.

***Mr. Leclair motioned to approve the FY 2020 Planning & Zoning Budget of \$49,150. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Audit – Bill Herman

The proposed Financial Administration budget line for the annual Town audit is \$13,000, which is level funded from last year. Mr. Herman noted this is a contracted service with Vachon Clukay of Manchester.

***Mr. Leclair motioned to approve the FY 2020 Financial Administration “Audit” line item of \$13,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Assessing – Bill Herman

The proposed line item for Assessing is \$28,000, which represented an 18% decrease from last year. Mr. Herman noted the Town entered into a five-year contract with Avitar Associates of New England for its assessing services. The reduction from 2019 is due to the defending of utility assessments that were under appeal. There may be a further consideration of this item before the budget process is completed.

***Mr. Leclair motioned to approve the FY 2020 Financial Administration “Assessing” line item of \$28,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Longevity Pay – Bill Herman

The proposed Personnel Administration line item for “Longevity Pay” totals \$9,600, which is a 12% decrease from last year. Mr. Herman noted this item takes into consideration provisions in both the collective bargaining agreement with the police union and the Town Personnel Policy, with fewer employees qualifying next year. Of the 26 employees qualifying for the benefit, 10 are at 5-9 years of employment; 6 are at 10-14 years; 6 are at 15-19 years; 1 is at 20-24 years and 3 are at 25+ years.

***Mr. Leclair motioned to approve the FY 2020 Personnel Administration line item for “Longevity Pay” in the amount of \$9,600. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Town Details – Bill Herman

The proposed Public Safety budget line item for Police Details of \$1,000 is level from last year. This is for the Town utilization of a police officer at any Town sponsored event.

***Mr. Leclair motioned to approve the FY 2020 Public Safety budget line item for Police Details in the amount of \$1,000. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

#### Patriotic Purposes/Flags – Bill Herman

The proposed Patriotic Purposes budget in the amount of \$1,500 is level from last year. Mr. Herman noted this is for flags at different locations on Town properties, approximately 40 on telephone poles which are taken down and replaced in late October/November and for flags for veterans gravesites in both Town cemeteries.



**Mr. Leclair motioned to approve the FY 2020 Patriotic Purposes budget in the amount of \$1,500. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

Long Term Bonds and Tax Anticipation Note – Bill Herman

The proposed Debt Service budget of \$3.00 is level from last year. This is for three lines which hold a \$1.00 place holder in the event the Town were to borrow money and payments would be toward Long-Term Bond Principle, Long Term Bond Interest and Tax Anticipation Note Interest.

**Mr. Leclair motioned to approve the FY 2020 Debt Service Budget of \$3.00. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

Mr. Herman provided a Memorandum dated September 25, 2019 relative to updates to the Fire Department Budget items which were questioned at the last meeting.

Mr. Herman clarified the question concerning how many hydrants the Town has that are through Manchester Water Works and how they are billed. Mr. Herman noted there are 21 hydrants. The Town is billed four times per year, not twice. The rate is \$160 per hydrant, per year. Two quarters had been paid, \$6,720 for the first two, with the third due shortly and one remaining payment at the end of the year. The budget account line item will be fully expended.

Fire Protective Clothing – Bill Herman

Mr. Herman clarified the Board wanted to establish the same standard for uniform allowance for full-time firefighters and the negotiated amount for full-time police officers. At the September 23<sup>rd</sup> Board meeting it was thought that amount to be \$650 per person, per year. In looking at the current collective bargaining agreement for the Auburn Police Union the amount is actually \$600 per person, per year.

**Mr. Leclair motioned to amend the Board's approval of the FY 2020 Fire Protective Clothing at a total of \$17,050 to a revised total of \$16,950. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

Fire Apparatus Lease/Purchase – Bill Herman

Mr. Herman clarified the question concerning how many more years the Town has on its lease/purchase agreement for Engine 1. The Finance Director reports the lease/purchase agreement runs through 2021, so the Town has two more years of payments on this vehicle in 2020 and 2021. Upon reviewing this item, the Finance Director noted an error in the amount requested. The proposal presented at the last meeting was for \$114,004 which included \$72,695.61 for Engine 1 and only \$41,308.31 for the new rescue vehicle which was only principal due that year and did not include interest which would bring the total for the new rescue vehicle expense budget to \$48,200 increasing this account line to \$120,910.

**Mr. Leclair motioned to amend the Board's approval of the Fire Apparatus/Lease Purchase at a total of \$114,004 for FY 2020 to a revised total of \$120,910. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.**

## Court Appointed Special Advocates for Children Request

Mr. Herman provided a copy of the request by CASA for Children dated September 16, 2019 for \$1,000. Mr. Leclair noted while the letter stated the Town had budgeted for this in past years, the Town has not funded this organization in the past. Chief Pelton noted this is not the same as CAC which is funded through the police department budget.

## Old Business

### Parks & Recreation – Brush Clearing Project – Skating Rink

Mr. Herman noted Parks & Recreation had received another cost proposal for this project which had been tied to another similar project at the abutting Auburn Village Cemetery, but the Cemetery Trustee Chair declined the vendor's proposal. So Parks & Recreation needs to verify their cost estimate is still valid and will bring it back to the Board at its next meeting.

### State Budget Update

Mr. Herman provided a Memorandum dated September 27, 2019 concerning the municipal sharing portion of the two-year State Budget together with a one-page sheet with 12 bullet items of some of the state budget highlights. The State Budget was approved on September 25<sup>th</sup>. \$40 million in municipal revenue sharing is a new source of funding for municipalities that has not been had in recent years. The Town of Auburn will receive \$42,588.50 both years of the two-year budget. The Town of Auburn can expect to receive the first year's payment on or before October 15, 2019. The Fiscal 2021 municipal aid is not anticipated revenue under RSA 31-95-b and may also be used to reduce the 2020 property tax rate or appropriated in the municipal budget next year. The Board may reduce the 2019 property tax rate or allocate the funds for a specific project or purchase such as the interior work needed for the Police Department addition.

Mr. Leclair and Mr. Bedard were in favor of using half of the first year's payment to reduce taxes and the other half to be used toward the interior work at the Police Addition. Mr. Herman advised the tax rate will be set shortly and he would need to know if there is to be an offset by then.

Mr. Eaton was not in favor of using half to reduce taxes. Mr. Eaton opined the amount would be so small an individual household would barely take notice. It would be cents individually and could be used cumulatively toward a project such as the proposed shed for Parks & Recreation. Parks & Recreation has been requesting a storage shed for a long time which could be shared with other Departments. If done at the same time as the Police Addition would save the taxpayers even more money than a tax rate reduction would. Mr. Eaton contacted Alternative Designs for an estimate of the design for a 20x40 building and the design work which would help budget for next year would be \$1,200 just for the design work. Mr. Leclair agreed it would be cheaper now but struggles with not offsetting the tax rate somewhat. Ms. Marzloff recommended reaching out to Pinkerton's building trade department to see if they had a project lined up this year. Mr. DiPietro added the Jesse Remington School does work with timber framing.

Mr. DiPietro recommended leaving it in the building fund. Ms. Marzloff noted the Planning Board uses the CIP to prioritize projects that Departments want to have done, and when. Chief



Pelton noted getting the plans is not a bad idea and would save taxpayer's money. The Board agreed to finalize this item at their next meeting.

#### Addition to Police Department

Mr. Eaton noted the second phase would be the plumber and insulation and wall this week. The electrician and heat will be next, and then drywall. Mr. Eaton reported the roof is done, the trim, the concrete floor will be poured in 5-7 days, the double door for the storage area will be here Thursday or Friday and then the siding.

#### Other Business

Mr. Eaton noted there was an incident at Wilsons Crossing and Spofford with a propane truck blew thru the stop sign and some other complaints and asked Chief Pelton if the Department could position a cruiser at this intersection now and then. Mr. Eaton also suggested the potential of having white stop lines painted at this intersection. Mrs. Marzloff recommended having the SNHPC do a traffic count.

Mr. Herman reported Road Agent Dross indicates they will be cleaning up and seeding Lakeview Way this week and believes there is an estimated \$130,000 remaining in the road reconstruction account to do the work at the five corners as previously discussed. Line striping was done today. Mr. Eaton noted it would be good to do the five corners.

Mr. Leclair reported the secondary stop signs were installed at Wethersfield and he sat out and watched several cars roll through them. Mr. DiPietro opined that Wethersfield development has the newest roads and the newer roads are engineered to be the best in Town.

#### Next Meetings/Events

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

Monday, October 21, 2019 – Board of Selectman's Meeting – 7:00 PM

#### Minutes

- September 23, 2019 Public Meeting
- September 23, 2019 Non-Public Meeting

***Mr. Bedard motioned to approve the minutes of the September 23, 2019 Public Meeting and to approve the minutes of the September 23, 2019 Non-Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

#### Non-Public Session – RSA 91-A: 3, II (a)

Performance review of a public employee

***Mr. Eaton motioned to go into non-public session at 8:30 PM pursuant to RSA 91-A: 3, II (a) for a performance review of a public employee. Mr. Bedard 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 8:30 PM.

***Mr. Leclair motioned to come out of non-public session at 8:49 PM. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.***

The meeting room was reopened to the public at 8:49 PM.

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

**Adjourn**

***Mr. Bedard motioned to adjourn the meeting at 8:49 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary