

**Town of Auburn
Board of Selectmen
January 27, 2020
Town Hall**

6:45 p.m.

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

7:00 p.m.

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

Approval of Accounts Payable Manifest for the Week of January 13, 2020 – \$1,402,880.15
Approval of Payroll Manifest for the Week of January 20, 2020 -- \$46,054.37
Approval of Accounts Payable Manifest for the Week of January 27, 2020
Approval of Consent Agenda – Week of January 27, 2020

- () Appointments with the Board**

Susan Jenkins and Walter Milne – Appointment of Deputy Tax Collector

Town Moderator Jim Tillery – Review of Town Warrant & Deliberative Session

Fire Chief Michael Williams – Monthly Meeting

- () New Business**

Surety Reduction Recommendation – Liberty Woods Subdivision

- () Old Business**

Painting of Safety Complex Training Room
Lawn Mowing Contract for 2020
Addition to Police Department

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

- () Other Business**

- () Next Meetings / Events**

Saturday, February 1, 2020 – Deliberative Sessions, Auburn Village School – 9:00 AM
Monday, February 10, 2020 -- Board of Selectmen's Meeting – 7:00 PM
Tuesday, February 11, 2020 – Presidential Primary Election, Auburn Village School – 7:00 AM

- () Minutes**

- January 6, 2020 Public Meeting
- January 6, 2020 Non-Public Meeting
- January 16, 2020 Workshop Meeting

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

Compensation of a public employee(s) and Reputation of someone other than a member of the Board

- () Adjourn**

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

Town of Auburn

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



Town Administrator

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

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator
Date: December 26, 2019
Re: Deputy Tax Collector

Tax Collector Susan Jenkins is nominating Walter Milne of Auburn to serve in the position of Deputy Tax Collector effective February 1, 2020.

Under the terms of RSA 41:38, the Tax Collector shall appoint a deputy with the approval of the Board of Selectmen.

The Deputy Tax Collector position is a Labor Grade 4 on the Town's wage scale. The position was advertised as having a beginning range of \$15.15 per hour (Grade 4, Step 1) to \$15.76 per hour (Grade 4, Step 3). We are recommending Mr. Milne be hired at a Labor Grade 4, Step 2 (\$15.45 per hour). After six months and a positive evaluation, the recommendation would be to advance Mr. Milne to \$15.76 per hour.

As you are aware, Walter is currently serving as the Town Treasurer. Under the provisions of RSA 669:7, the Treasurer's role and the Tax Collector's role are incompatible offices for one person to hold both positions. This would also apply, by extension, to the deputy positions. As a result, Walter will resign the Town Treasurer's position as of February 1st. This will allow ample time for him to complete his work as Treasurer and provide all appropriate reporting for FY 2019 financial records.

Former Town Treasurer Christine Soucie will be filing for election as Treasurer for the March elections when the Treasurer's position would be up for election to a new three-year term of office. Should there be no other candidate for the position as of the end of the filing period on January 31st, she is also willing to accept appointment from the Board for the remainder of Walter's current term of office from February 1st to the March election.

If the Board is in agreement with the Tax Collector's recommendation, we would ask the Board to formally vote to appoint Walter Milne as Deputy Tax Collector. We would propose the following motion for the Board's consideration:

Move to appoint Walter Milne of Auburn as the Deputy Tax Collector effective February 1, 2020 and to initially set the position as a Labor Grade 4, Step 2 on the Town of Auburn Wage Schedule with consideration for an adjustment after six months.

Thank you for your consideration.

APPOINTMENT OATH OF OFFICE

To **Walter P. Milne** of Auburn in the County of Rockingham

WHEREAS, there is a vacancy in the position of Deputy Tax Collector in said town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said, **Walter P. Milne as Deputy Tax Collector** of the Town of Auburn and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office. Term to expire upon the election in March 2020, or upon the selection of your successor.

Given under our hands this 27th day of January 2020

Selectmen of the Town of Auburn

Auburn Tax Collector

"I, Walter P. Milne, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as Deputy Tax Collector for the Town of Auburn to the best of my abilities, agreeably to the rules and regulations of the Constitution and Laws of the State of New Hampshire; So help me God."

Signature

Address

Phone

E-Mail

Personally appeared the above named, Walter P. Milne took and subscribed the foregoing oath.

State of New Hampshire, Rockingham County

On the ____ day of _____ of 2020

.....
Selectman, Moderator,
Town Clerk or Deputy Town Clerk

Received and Recorded

.....
Kathleen A. Sylvia, Town Clerk

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Collectors of Taxes

Section 41:38

41:38 Deputy; Temporary Incapacity of Tax Collector. –

I. The tax collector shall appoint a deputy, with the approval of the selectmen, who shall be sworn, give bond, have the powers of tax collectors and may be removed at the pleasure of the tax collector. The deputy shall perform such duties as are assigned to him by the tax collector.

II. Provided, however, if the tax collector is temporarily incapacitated before completing the collection of the taxes committed to him, or if any necessity may arise for such action, the deputy tax collector shall serve during such incapacity. Said deputy shall possess the powers, perform the duties and be paid as the selectmen or town meeting shall decide.

Source. RS 45:19. CS 48:19. GS 54:19. GL 58:19. PS 60:20. 1925, 61:1. PL 66:41. RL 80:42. 1945, 7:2. RSA 41:38. 1979, 376:14. 1983, 30:1, eff. July 11, 1983.

**TOWN WARRANT
STATE OF NEW HAMPSHIRE**

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

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 1, 2020**, immediately following the Auburn School District Deliberative Session that begins at 9:00 a.m., for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

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

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 10, 2020**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

First: To bring your ballots for:

- Selectman for three years
- Moderator for two years
- Town Clerk for three years
- Tax Collector for three years
- Treasurer for three years
- Supervisor of the Checklist for six years
- Planning Board for three years
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of the Trust Funds for three years
- Police Commission for three years

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

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

Delete Article 8 - Reserved for Elderly Housing Regulations its entirety and replace it with **Article 8- 55 and Older Housing Regulations**. If adopted, the ordinance will expand and/or redefine requirements for housing designed for 55 and older residents including, but not limited to, decreasing the minimum and increasing the maximum sizes of housing units; reducing the density allowance for housing units; establishing requirements for road construction; requiring covered parking spaces; and specifying additional requirements for landscaping, fire suppression systems, outdoor lighting, building design and site layout.

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

Third: To see if the Town will vote to approve the cost items for year two of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$14,482 over FY 2019 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Fourteen thousand four hundred eighty-two dollars (**\$14,482**), such sum representing the negotiated increase over 2019 salaries, fringe benefits and other cost items at the current staffing levels. Cost items for FY2021 will be presented to the voters for their approval in March 2021 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fourth: To see if the Town will vote to raise and appropriate the sum of Ninety-eight-thousand dollars (**\$98,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fifth: To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Town Properties Rehabilitation Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Sixth: To see if the Town will vote to establish a Fleet Maintenance and Replacement Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses in the operation, maintenance and/or replacement of the fleet of vehicles and equipment utilized by Town departments; to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2019; and to designate the Board of Selectmen as agents to expend from this fund. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Seventh: To see if the Town will vote to raise and appropriate the sum of Forty-three thousand dollars (**\$43,000**) for the purpose of building a 20' x 40' storage building on Town property at 55 Eaton Hill Road. This sum to come from the Municipal Aid revenue from the State of New

Hampshire with no additional amount to be raised by taxation in 2020. Should the Municipal Aid revenue from the State of New Hampshire not be received by the Town, this warrant article would be null and void. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

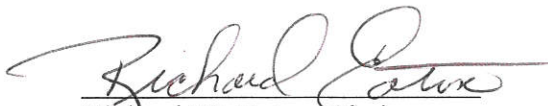
Eighth: To see if the Town will vote to accept the Marion Heald Scholarship Fund to be administered and invested by the Trustees of Trust Funds, who will manage the fund for the purpose for which the Marion Heald Scholarship Foundation was established, pursuant to the provisions of RSA 31:19-a, IV."

Ninth: To see if the Town will vote to adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 50% of the assessed value of the qualifying solar energy system equipment under these statutes. (Majority vote required) **(By petition submitted and signed by at least twenty-five (25) certified petitioners) (Not Recommend by the Board of Selectmen)**

Tenth: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,510,472?** Should this article be defeated, the default budget shall be **\$5,606,761**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

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

Given under our hands and seals this 21th day of January 2020.


Richard W. Eaton, Chairman

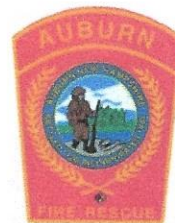

Keith N. Leclair, Selectman


Todd R. Bedard, Selectman
Auburn Board of Selectmen



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
6 Pingree Hill Road
Auburn, NH 03032
(603) 483-8141



Auburn Fire-Rescue Department Monthly Report December 2019

The Auburn Fire Department responded to 59 Incidents in the month of December, Incident responses are broken down listed below:

Building Fire:	0
Vehicle Fires:	2
Brush:	0
Fires, all other:	0
Alarm Call:	4
Hazardous Conditions:	1
Rescue/EMS:	34
Service calls:	6
Good intent calls:	12
Total:	59

Chief Michael Williams Monthly Report

I would like to take this time to recognize Firefighter Jim Thompson on his retirement from Auburn Fire Department effective January 1st. 2020. Jim has been a member of the Auburn Fire department for over 34 years and has spent countless hours donating his time to the town of Auburn.

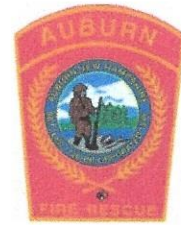
Congratulations Jim

- AFD completed annual SCBA flow testing on all SCBA's
- Attended the annual Christmas lunch at the Safety Complex
- Attended the annual AFD Christmas party at the Auburn Pitts.
- Attended an AFG webinar for upcoming federal grants.
- Attended the Invention convention at the Auburn village school.
- Mike Sullivan was Promoted to EMS Lieutenant.
- Completed automatic response run card with Candia Fire for route 101 emergencies.
- Worked with Manchester Fire department on new station assignment when we cover the City of Manchester on greater alarm fires.
- Continually updating Operational Policies and Procedures.
- Monthly Department meeting was cancelled due to weather.
- I finalized the budget with the budget committee
- I Attended the selectmen's meeting to go over monthly Fire Department report.
- I Exported the monthly NHIFRS reports to the State of N.H.
- I Responded to emergencies and meetings as needed and required.
- I met with Fire officers and Department members as needed as required.



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
6 Pingree Hill Road
Auburn, NH 03032
(603) 483-8141



Deputy Fire Chief Bob Selinga's Report

- Assists with Policy and procedure updates
- Assists with checking members off on fire apparatus as driver/operators
- Responds to emergencies as requested
- Assists the Fire Chief with many department related issues

Safety Complex Captain Jim Saulnier's Report

- Capt. Saulnier is currently out on medical leave.

Station 2 Captain Dave Walter's Report

- Assists with the administration of the lamresponding program
- Assists with the QC of all EMS reports
- Responded to emergencies as requested
- Completed monthly Station Captain responsibilities @ Station 2

Acting Lieutenant Todd Dignard's Report

- Crew detail to complete vehicle checks on Sundays
- Working on tool inventory
- Assisted parks and rec. with Santa escort
- Responded to emergencies as requested
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.

Lieutenant Matt Barsaleau's Report

- Crew detail to complete vehicle checks completed.
- Issued PPE as needed and requested.
- Responded to emergencies as requested
- Completed vehicle checks with crews on 12-1-19 and completed R1 familiarization
- Worked with his assigned crew on monthly training/crew activities, vehicle checks, etc.



TOWN OF AUBURN, NEW HAMPSHIRE

Fire Department
6 Pingree Hill Road
Auburn, NH 03032
(603) 483-8141



Lieutenant Chris Szatynski's Report

- Working with many new members on completing probationary manual requirement.
- Completed SCBA Fit testing
- Responded to emergencies as requested
- Working on active shooter drill scheduled for mid-January
- Lt. Szatynski oversee all mobile and portable radios and serves as the Fire Training Officer.
- Lt. Szatynski is the AFD safety Officer, Chris is working on an immunization policy.
- Working on Fire Training with C1, scheduling the EMS in the warm zone, Active shooter drill for January.

Lieutenant Pat Glennon's Report

- Responded to emergencies while on duty as required.
- Filling in for Captain Saulnier with Fire prevention inspections and drills throughout town.
- Working on getting the new R1 into service.
- Installed plow on Forestry 1
- Assisted a few residents with snow removal
- Labeled all equipment on R1
- Working on getting a boat cover made for boat 1
- Worked on acquiring material for the new window in the radio room, this room is getting updated and reorganized.
- Ordered station supplies for both fire stations
- Engine 1 PM was completed
- Worked with electrician on replacing outside lights at the complex
- Completed monthly vehicle inspections
- Daily assigned station duties

Michael Williams

Chief of Department

[illegible]



TOWN OF AUBURN

January 13, 2020

Board of Selectmen
Town of Auburn
PO Box 309
Auburn, New Hampshire 03032

Re: LOC Acceptance – Liberty Woods
Keith Martel – Dearborn Road

Dear Gentlemen:

The Auburn Planning Board met on January 8, 2020 and discussed acceptance of a Letter of Credit in the amount of \$175,890.00 for completion of the subdivision known as Liberty Woods. This Letter of Credit will replace the existing Letter of Credit being held by the Town of Auburn for reclamation for the Liberty Woods Subdivision, Tax Map 8, Lot 42.

The Planning Board voted to recommend the Selectmen accept the new LOC in the amount of \$175,890.00 which will replace the current LOC in the amount of \$176,572.00.

I have attached a copy of the Planning Board Minutes for January 8, 2020 for your reference.

Please feel free to contact me with any questions.

Sincerely,

Denise Royce, Administrator
Auburn Planning Board

Enc.



TOWN OF AUBURN

AUBURN PLANNING BOARD NOTICE OF PLANNING BOARD DECISION

DATE: January 13, 2020

On January 8, 2020 the Auburn Planning Board voted to APPROVE the following proposal.

APPLICANT: Keith Martel/Liberty Woods

PROPERTY LOCATION: Liberty Woods Subdivision
Auburn, New Hampshire

TAX MAP AND LOT NUMBER: Map 8, Lot 42

PROPOSAL: LOC of \$175,890.00 to replace
LOC of \$176,572.00 both to
expire on October 12, 2020

CONDITIONS: Not Applicable.

Signed,

Denise Royce
Planning Board Administrator
483-5052, Line 4

Cc: Board of Selectmen
Auburn Building Inspector
Applicant

**APPROVED MINUTES
Town of Auburn
Planning Board
January 8, 2020**

Present: Ron Poltak, Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff & Tom LaCroix, Alternates. Keith Leclair, Selectmen's Representative. Minutes recorded by Denise Royce.

Absent: Steve Grillo, Vice-Chairman. Jess Edwards, Alternate.

Mr. Poltak had the Board members introduce themselves to everyone present. Mr. Poltak moved on to approval of the December 18th meeting minutes.

MINUTES

Mr. Leclair moved to approve the minutes for December 18th, 2019, Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.

GENERAL BUSINESS

Mr. Poltak elevated Mr. LaCroix to full voting status in Mr. Grillo's absence for tonight's hearing.

At this time, Mr. Poltak informed the Board that they have a request to accept a new Letter of Credit for Liberty Woods Subdivision. This Letter of Credit is to replace the current Letter of Credit that we have in the amount of \$176,572.00 for reclamation of the Subdivision Surety for Liberty Woods Subdivision. This amount is to be replaced with a Letter of Credit in the amount of \$175,890.00 to be held for competition of certain improvements shown in the Subdivision Surety Estimate dated November 27, 2019 from Stantec Consulting Services, Inc. for the site plan known as "Liberty Woods Subdivision, Tax Map 8, Lot 42, 58 Dearborn Road "Guaranteed Improvements".

Mr. Poltak stated that, all they need is a motion to acknowledge acceptance of the Letter of Credit. A brief discussion ensued with regard to the Letter of Credit. Mr. Poltak read a section of the Letter of Credit that explained what exactly the Letter of Credit was providing which read as follows: "As of December 19, 2019 this Irrevocable Standby Letter of Credit has been revised to reduce the amount to \$175,890.00 to ensure completion as per surety letter dated November 27, 2019 from Stantec Consulting Services, Inc." Mr. Poltak commented that, this Letter of Credit will continue on for the duration of the project. Mr. Tatem further explained that, at first, Mr. Martel had a Letter of Credit for reclamation surety which was for the town to take the area that was disturbed, mow it all flat and loam and seed it. Now, the Letter of Credit is for completion of the

project because Mr. Martel would like to pull building permits to begin the project. This will allow them to complete the project and if he does not complete the project and walks away, the town can hire a contractor and finish the road to town standards because there could be people that are living in some of those houses. Basically, you can't use reclamation surety to finish the road. The surety is to be used for what it is described for in the Surety letter.

With that said, Mr. Poltak asked for a motion and Mr. Rolfe made a motion.

Mr. Rolfe made a motion to approve the Letter of Credit that has been revised to reduce the amount from \$176,572.00 to \$175,890.00 to ensure completion as per surety letter dated November 27, 2019 from Stantec Consulting Services, Inc. for Liberty Woods Subdivision, Tax Map 8, Lot 42, 58 Dearborn Road. Mr. Porter seconded the motion. All were in favor, the motion passed unanimously.

Mr. Poltak indicated that the Board would now move into the Public Hearing part of the meeting. Mr. Poltak announced the time as 7:12pm that they moved into the Public Hearing.

Mr. Bill Shaw from Maine Drilling and Blasting who is Vice President of Engineering was present tonight to discuss the proposed new ordinance.

PUBLIC HEARING

Legal Notice Town of Auburn, New Hampshire Planning Board

The Auburn Planning Board will conduct a public hearing on **Wednesday, January 8, 2020** at 7:00 p.m. at the Auburn Town Hall, 47 Chester Road, Auburn, New Hampshire.

The purpose of the public hearing is to present a proposed amendment to the Town of Auburn Zoning Ordinance prepared by the Planning Board, and to solicit comments and discussions relative to the proposed amendments.

Delete Article 8- Reserved for Elderly Housing Regulations its entirety and replace it with **Article 8- 55 and Older Housing Regulations**. If adopted, the ordinance will expand and/or redefine requirements for housing designed for 55 and older residents including, but not limited to, decreasing the minimum and increasing the maximum sizes of housing units; reducing the density allowance for housing units; establishing requirements for road construction; requiring covered parking spaces; and specifying additional requirements for landscaping, fire suppression systems, outdoor lighting, building design and site layout.

A complete copy of the text of the proposed change to the Auburn Zoning Ordinance is available for public inspection at the Auburn Town Offices, 47 Chester Road, Auburn, N.H. and may also be found at the Town of Auburn's website www.auburnnh.us.



IRREVOCABLE STANDBY LETTER OF CREDIT 2016-104

Date of Issue: May 27, 2016

Date of Expiry: October 12, 2020

Amended: December 19, 2019

Applicant:

Liberty Woods, LLC
724 E. Industrial Drive, Suite 13
Manchester, NH 03109-5629

Beneficiary:

Town of Auburn
Attn: Board of Selectman
Chester Road
Auburn, NH 03032

Dear Board of Selectman:

The Provident Bank hereby establishes its Irrevocable Standby Letter of Credit No. 2016-104 in your favor for the account of Liberty Woods, LLC in the aggregate amount of One Hundred Seventy Five Thousand Eight Hundred Ninety and 00/100 Dollars (US \$175,890.00) (the "Stated Amount"). We hereby irrevocably authorize you to draw upon us, in accordance with the terms and conditions hereinafter set forth, by sight draft, an amount not to exceed the Stated Amount.

Signed drafts must be accompanied by an affidavit of Beneficiary certifying he : Liberty Woods, LLC has failed to satisfactorily complete the certain improvements as shown in the Subdivision Surety Estimate dated November 27, 2019 for the site plan known as "Liberty Woods Subdivision Tax Map 8, Lot 42, 58 Dearborn Road, Auburn, NH dated May 14, 2016, recorded as Plan No. D-39482 ("Guaranteed Improvements") and the sum of One Hundred Seventy Five Thousand Five Hundred Ninety and 00/100 Dollars (US \$175,890.00) is due.

The Stated Amount shall be permanently reduced by all drafts honored by the Bank hereunder.

The effective date of this Irrevocable Standby Letter of Credit shall be December 19, 2019. This Irrevocable Standby Letter of Credit shall expire on October 12, 2020, unless extended or renewed by the Bank in Bank's sole Discretion.

***As of December 19, 2019 this Irrevocable Standby Letter of Credit has been revised to reduce the amount to \$175,890.00 to ensure completion as per surety letter dated November 27, 2019 from Stantec Consulting Services Inc.**

If the Guaranteed Improvements are not completed by October 12, 2020, the Beneficiary and/or the Applicant shall have the right to request that this Irrevocable Standby Letter of Credit be extended or renewed. If this Irrevocable Standby Letter of Credit is not extended or renewed, and if the Bank has not received a certificate signed by an authorized representative of the Beneficiary stating that the Guaranteed Improvements are complete, then this Irrevocable Standby Letter of Credit automatically be considered to have been called. Without further action of the Beneficiary, The amount of \$175,890.00 (One Hundred Seventy Six Thousand

Five Hundred Seventy-Two 00/100). Less any amount then previously partially released, shall forthwith be forwarded, in the form a check to the Treasurer of the Beneficiary.

Demand for payment under this Irrevocable Standby Letter of Credit may be made prior to its expiration at any time during the Bank's business hours on a day which the Bank's main offices is open to the public for the purpose of carrying substantially all of its banking functions (a "Business Day").. Any demand for payment and all other communications to the Bank relative to this Irrevocable Standby Letter of Credit shall be in writing and addressed and presented to The Provident Bank, 5 Market Street, Amesbury, MA 01913, and shall make specific reference to this Irrevocable Standby Letter of Credit by number and identification of the Customer.

If demand for payment is made and presented by you hereunder at or before 12:00 pm local time at the band Location on a Business Day and provided that such demand for payment conforms to the terms and conditions hereof, payment of the amount demanded shall be made to you in immediately available funds on or before the close of business on the Third Business Day after the Business on which demand for payment and presentation of all necessary documents is made.

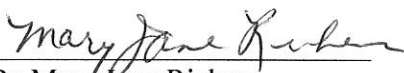
Drafts drawn hereunder must be marked "Drawn under The Provident Bank Irrevocable Standby Letter of Credit No. 2016-104, dated May 27, 2016.

Except so far as stated herein, this Irrevocable Standby Letter of Credit is subject to the International Standby Practices (ISP), International Chamber of Commerce No. 690 ("ISP 98"). This Irrevocable Standby Letter of Credit shall, be deemed to be issued under the Laws of the State of New Hampshire and shall, as to matters not governed by ISP 98, be governed by and construed in accordance with the internal laws (as opposed to conflicts of law provisions) of said state.

This Irrevocable Standby Letter of Credit is not transferable or assignable.

Sincerely,

The Provident bank


By Mary Jane Ricker
Senior Vice President

Agree and Assented to: Liberty Woods, LLC


Keith A. Martel, Manager

Agree and Assented to: Town of Auburn

By:
Its:

Costello Painting & Home Repair

45 Pasture Road
Auburn, NH 03032
(508) 654-4480
costellophr@gmail.com



Costello Painting
&
Home Repair

ADDRESS

Keith Leclair
Town of Auburn NH
47 Chester Rd
Auburn, NH 03032
United States

Estimate 1063**DATE 01/24/2020**

DATE	ACTIVITY	DESCRIPTION	AMOUNT
01/24/2020	Prep & Paint	Community Room - Prep walls, trim and doors - 2 coats of paint on the walls - 2 coats of paint on the trim and doors	800.00
01/24/2020	Materials	Paint and Materials	225.00

Keith,

Please let me know if you have any questions or need additional information.

Thanks,

Michael

TOTAL \$1,025.00

Accepted By

Accepted Date

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
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To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: December 23, 2019

Re: Lawn Care and Maintenance Proposals

Earlier this month, the Town and School District received a total of four proposals for lawn care and maintenance service in 2020 as of the December 4th deadline for submission, and a fifth proposal received on December 9th. This is the second time we had placed a combined solicitation for all Town properties, the two cemeteries and the school district property.

At the Board's December 9th meeting, it was generally agreed by the Board members the proposal submitted late could not be under active consideration.

On December 23rd, Cemetery Trustees Don Dollard and Jim Thompson, Parks & Recreation Coordinator Amy Lachance, P&R Facilities Manager Mike Dobmeier and I interviewed representatives of the two firms who submitted the lowest overall proposals – Parker Landscapes of Bedford (\$42,500) and Plazascapes of Auburn (\$49,160).

Of the two firms interviewed, it was felt that both firms are capable, professional and they understood the Town's proposal and requirements. Both conveyed confidence they would be able to meet the Town's expectations and would serve the Town well.

During the interview process, the Cemetery Trustees specifically asked questions of Parker Landscapes about the ability to perform the work required for both cemeteries at the \$6,000 figure in their proposal. Donny Parker reported they had discussed it internally and they are convinced they can meet the Town's expectations for that amount. Parker Landscapes has experience in Auburn as they had the Town contract from 2006 through 2013. Their work at that time included the Longmeadow Cemetery only.

With confidence that both firms are professional and capable to meet Auburn's needs, the sentiment is the decision boils down to experience with Auburn and money. With that determination, the unanimous consensus of the interview panel is that at least for the cemetery and Town properties, the contract should be awarded to Parker Landscapes of Bedford.

Thank you for your consideration.

TOWN OF AUBURN, NEW HAMPSHIRE

BID CANVAS REPORT

PROJECT: **Lawn Care and Maintenance
Proposals**

Date: December 4, 2019
Time: 2:00 PM

Vendor	Bid Submitted
1) ASAP Landscape & Design, LLC Donald Westcott Bow	\$49,500 – 1 st Year \$48,500 – 2 nd Year \$47,500 – 3 rd Year
Town Properties	\$29,000.00
School District	\$ 3,500.00
Cemeteries	\$17,000.00
2) Kenyon Lawn and Property Maintenance, LLC John Kenyon Manchester	\$63,770.00
Town Properties	\$49,120.00
School District	\$ 0.00
Cemeteries	\$14,650.00
3) Plazascapes Matt Plaza Auburn	\$49,160.00
Town Properties	\$30,110.00
School District	\$ 7,050.00
Cemeteries	\$12,000.00
4) Parker Landscapes, LLC Donny Parker Bedford	\$42,500.00
Town Properties	\$28,500.00
School District	\$ 8,000.00
Cemeteries	\$ 6,000.00
5) NH Core Properties, LLC Tom Carroll Manchester <u>(Received late on 12/9/2019)</u>	\$55,650.00
Town Properties	\$35,900.00
School District	\$ 7,250.00
Cemeteries	\$12,500.00

**Town of Auburn
Board of Selectmen
January 6, 2020
Minutes**

7:00 PM

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

Others Present Paula Marzloff, Susan Goodhue, Michael Rolfe, Michael DiPietro, School Board Chair Alan Villeneuve, Russell Sullivan, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Call to Order – Pledge of Allegiance

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

Approval of Payroll Manifest for the Week of December 23, 2019 - \$49,840.05

Mr. Leclair motioned to approve the Payroll Manifest for the week of December 23, 2019 in the amount of \$49,840.05. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of December 30, 2019 - \$269,897.61

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of December 30, 2019 in the amount of \$269,897.61. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Payroll Manifest for the Week of January 6, 2020 - \$45,352.23

Mr. Leclair motioned to approve the Payroll Manifest for the week of January 6, 2020 in the amount of \$45,352.23. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Accounts Payable Manifest for the Week of January 6, 2020 - \$514.88

Mr. Leclair motioned to approve the Accounts Payable Manifest for the week of January 6, 2020 in the amount of \$514.88. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Approval of Consent Agenda for the Week of January 6, 2020

Mr. Eaton read out loud and offered for inspection a copy of the Consent Agenda for the Week of January 6, 2020 some of which included: one (1) Tax Collector Warrant/Land Use Change Tax, one (1) Void Check Register, Correspondence for the 175th Anniversary and three (3) pistol/revolver licenses.

Mr. Leclair motioned to approve the Consent Agenda for the Week of January 6, 2020. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

New Business

NHDES Groundwater Management Permit Renewal – FY20 Budget Impact

Mr. Herman provided the Board with correspondence from NH Department of Environmental Services (NHDES) dated December 18, 2019 concerning the Auburn Landfill at Chester Turnpike with a copy of the 2020 five-year Groundwater Management permit renewal with amended conditions. The new permit requires the Town to install two additional monitoring wells to evaluate the extent of PFAS. Mr. Herman provided a copy of the January 3, 2020 proposal by Stantec to handle the required work for 2020, which totaled \$15,700. He noted the proposal would increase the Solid Waste Monitoring budget from \$12,000 to \$15,700, a \$3,700 impact. Mr. Herman noted the Board could chose to increase the proposed budget or take the additional \$3,700 from the Town Properties Expendable Trust Fund.

Mr. Bedard motioned to increase the Landfill Monitoring account line from \$12,000 to \$15,700 in the FY2020 Town operating budget. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to accept the proposal from Stantec Consulting for 2020 GMP Monitoring Activities at a total of \$15,700, and to authorize the Town Administrator to execute the agreement on behalf of the Town. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Surety Reduction Recommendation – Copley Court

Mr. Herman provided the Board with a copy of a letter dated December 31, 2019 from Land Use Administrator Denise Royce which Mr. Eaton read out loud. Ms. Royce indicated the Planning Board voted at its December 18th meeting to recommend the Board approve reduction of the surety. A copy of the meeting minutes were attached together with a recommendation letter from Stantec dated December 16, 2019.

Mr. Leclair motioned to reduce the surety held for Illsley Hill Subdivision, Copley Court, Tax Map 8, Lot 29 from \$474,206.25 to \$9,484.13 to be held for two-years as recommended by the Planning Board. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Mr. Leclair motioned to hold an additional surety for Illsley Hill Subdivision, Copley Court, Tax Map 8, Lot 29 in the amount of \$1,500 until vegetation is fully established. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

Surety Reduction Recommendation – Nathaniel Way

Mr. Herman provided the Board with a copy of a letter dated December 31, 2019 from Land Use Administrator Denise Royce which Mr. Eaton read out loud. Ms. Royce indicated the Planning Board voted at its December 18th meeting to recommend the Board approve reduction of the surety. A copy of the meeting minutes were attached together with a recommendation letter from Stantec dated December 16, 2019.

Mr. Leclair motioned to reduce the surety held for Tilton Place Subdivision, Nathaniel Way, Tax Map 5, Lot 104 from \$997,420.30 to \$19,948.41 to be held for two-years as recommended by the Planning Board. Mr. Bedard seconded the motion, with all in favor, the motion passed unanimously.

“State of the Town” Presentation – Deliberative Session

Mr. Herman provided the Board with a proposed outline of the February 1st Town Deliberate Session which included Highlights from 2019 and Goals for 2020 to be presented by the Board. The Board agreed to spend about two-three minutes of the ten-minute presentation reviewing 2019 highlights and the remaining time focusing on what lies ahead for 2020.

Mr. Eaton asked about the status of the design work for Griffin Mill Bridge Replacement and Mr. Herman noted it was scheduled to be completed in 2020 to enable the project to be ready to go for construction in July 2021 when the State of New Hampshire Municipal Bridge Aid funds would be available.

Mr. Villeneuve discussed the schedule for the Auburn Village School District Deliberative Session which will be held immediately prior to the Town Meeting. The Board asked about the potential holding the two meetings in the School Cafeteria than the gymnasium. Mr. Leclair noted the School Cafeteria has a capacity of approximately 280 people, and it was now a nicer venue than the gymnasium. Mr. Villeneuve indicated the school was experiencing electrical issues and will update the status next week.

Old Business

Marion Heald Scholarship Fund

Mr. Herman provided the Board with a copy of a letter from David Rogers, Treasurer of the Marion Heald Scholarship Fund, dated December 17, 2019 indicating the Board of Directors approved the removal of funds from Nationwide and transferring them to the Auburn Trust Fund. Mr. Herman indicated this would be put on as a warrant article and will notify Mr. Rogers to attend the February 1st Deliberative Session to address any questions the voters may have.

Mr. Leclair noted the yearly scholarship withdrawal is \$1,000 and no funds can be added to this once it is transferred to the Auburn Trust Fund and questioned what would happen on the last year of distribution when the funds are likely to be less than \$1,000. Mr. Herman noted while funds could not be added to the Auburn Trust, monies could be added from another source toward that year's scholarship award which is actually awarded by Auburn Dollars for Scholars.

Lawn Mowing Contract for 2020

Mr. Herman provided the Board with a copy of a Memorandum dated December 23, 2019 regarding the Lawn Care and Maintenance Proposals. Mr. Herman indicated four proposals were received for 2020 service as of the December 4th deadline and a fifth was received on December 9th. Mr. Herman noted this was the second time the Town placed a combined solicitation for all Town properties, the two cemeteries and the school district property. The Cemetery Trustees and representatives from Parks & Recreation met with representatives of two firms who submitted the lowest proposals, Parker Landscapes and Plazascapes of Auburn. Parker held the Town contract from 2006 to 2013, but the work then did not include the Auburn Village Cemetery.

The Board expressed concerns of one bid for \$6,000 for the cemetery landscaping was low and questioned whether two companies could be utilized for the season with the Town, cemeteries and school district properties split up between two firms. Mr. Leclair recommended tabling the

discussion to get more references and to see what the school would decide but not waiting beyond February to make a decision.

Addition to Police Department

Mr. Eaton indicated the addition to the Police Department is done and came in \$283.60 under budget.

Mr. Eaton would like to approve \$300 in addition to the \$283.60 remaining to paint the room where the filing system is going.

Mr. Eaton reported the Police Department and Training Room both have LED lights. He indicated ceiling tiles need to be replaced in the training room. Mr. Eaton will get some prices for the tiles and painting the training room.

Report/Comments of Ex-Officio Board Representatives

Mr. Leclair indicated the Planning Board meets on Wednesday. At their December meeting, a one-lot subdivision by merger was discussed which may have underground tank concerns. The Smiley Veterinary location which has relocated to Londonderry is looking into regulations for a kennel operation. The Audubon Society is proposing a pre-k nature-themed daycare.

Mr. Leclair would like the Board of Selectmen to respond to Mr. Dandrade's concern about Cohas Brook. Mr. DiPietro noted Highway Safety Committee met and there were no records of any other complaints or accidents. The Committee did not have any recommendations on this issue. Mr. Leclair reported he visited the site and found the site line on the southbound side to be more limited than the northbound side. Mr. Rolfe noted the Highway Department has a well at the Town garage that it maintains to draw water. Mr. Villeneuve recommended making the Cohas Brook site a more suitable, safe location. Mr. Leclair noted from his visit the site could not likely be improved. Mr. Leclair recommended putting this on the agenda for discussion at the next Selectmen's meeting.

Other Business

February Meeting Schedule

Mr. Eaton reviewed the proposed February Meeting Schedule with the Board.

Mr. Eaton questioned the time for the snow date on February 3rd and it was agreed to be 6:30 PM. Mr. Eaton noted the Board members should arrive at 6:30 AM on February 11th for the Primary Election.

HB 1105 – Amended Warrant Articles on Official Ballot

Mr. Bedard reviewed HB 1105 co-sponsored by Representative Jess Edwards. Mr. Bedard explained the bill, if passed, would require any warrant article amended at the Deliberative Session of Town Meeting to have the original article placed on the official ballot and the amended article to also appear on the official ballot so voters can vote on both articles. Mr. Bedard noted this would be needlessly confusing and the Board agreed. The Board was unanimously in opposition to the passage of this bill, and authorized Mr. Bedard to attend the Legislative public hearing to speak in opposition to the bill on behalf of the Board.

Next Meetings/Events

Thursday, January 16, 2020 – Board of Selectmen's Goal Setting Workshop – 9:30 AM

Monday, January 27, 2020 – Board of Selectmen's Meeting – 7:00 PM

Minutes

- December 16, 2019 Public Meeting

Mr. Bedard motioned to approve the minutes of the December 16, 2019 Public Meeting. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

- December 16, 2019 Non-Public Meetings

Mr. Bedard motioned to approve the minutes of the December 16, 2019 Non-Public Meetings. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

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

Mr. Leclair motioned to go into non-public session at 8:00 PM pursuant to RSA 91-A: 3, II (c) -- of someone other than a board member. Mr. Bedard seconded the motion. A roll call vote was taken: Mr. Eaton – yes; Mr. Leclair – yes and Mr. Bedard – yes. All were in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:00 PM.

Mr. Leclair motioned to come out of non-public at 8:11 PM. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

The meeting room was reopened to the public at 8:11 PM.

Mr. Leclair motioned to seal the minutes of the non-public session. Mr. Bedard seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Adjourn

Mr. Bedard motioned to adjourn the meeting at 8:11 PM. Mr. Leclair seconded the motion, with all in favor, the motion passed unanimously.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

**Town of Auburn
Board of Selectmen
Workshop Meeting
January 16, 2020**

Selectmen Present: Richard Eaton, Keith Leclair and Todd Bedard

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

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

Finalize Town Meeting Warrant

Mr. Herman reported there were two items of consideration left for the Board with respect to articles appearing on the Town Meeting warrant. The first is the petition article received concerning the adoption of a property tax exemption for solar energy systems. As presented, the proposal is to exempt 50% of the assessed value of the solar energy systems. Mr. Herman indicated the petition was submitted within the time frame required for petition articles, and had more than 25 signatures of registered voters, so it needs to appear on the warrant. The decision for the Board to make is whether they wanted to recommend the article's adoption or not, or to not list any recommendation on the article.

Mr. Eaton indicated he felt it was important for the Board to include a recommendation and that where there already nearly \$1 million in assessed valuation in the Town's base for solar energy systems, he felt the exemption for what in essence was a property improvement should not be exempted and the Selectmen should include a "not recommended" citation on the article.

Mr. Leclair indicated he was torn on the issue as he understood both the positives and negatives if the article were adopted. He is concerned about the financial impact this would have on the majority of taxpayers as the valuation loss from the 50% of value of the solar energy systems would be shifted to all of the non-solar property owners, which is the majority of local taxpayers. He felt the federal and state governments should be offering incentives for property owners to consider solar, and that it was not appropriate to do so at the local level.

Mr. Bedard stated he saw the cost value and social value to increased use of solar energy, but he also understood providing the exemption would shift a greater part of the property tax burden to other taxpayers. He thought this should be an item for the voters to determine without a recommendation from the Selectmen.

Mr. Leclair moved for the Board of Selectmen to not recommend the adoption of the proposed solar energy tax exemption. Seconded by Mr. Eaton. A vote was

taken: two were in favor (Eaton and Leclair) and one opposed (Bedard); the motion carries.

The second warrant article for consideration was Article #7 concerning the funding of construction of a storage garage building. Mr. Herman noted when the NH Department of Revenue Administration (NHDRA) reviewed the draft language of Auburn's warrant, they inquired whether the Town was only going to do the project if Municipal Aid revenue was forthcoming from the State of New Hampshire. When they were advised that was the intention of the Selectmen, it was recommended the sentence "*Should the Municipal Aid Revenue from the State of New Hampshire not be received by the Town, this warrant article will be null and void*" be included in the article to make that point clear.

It was suggested two other options might be: "*Should the Municipal Aid Revenue from the State of New Hampshire not be received by the Town, this sum shall come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020.*" Or, "*Should the Municipal Aid Revenue from the State of New Hampshire not be received by the Town, this sum shall be raised by taxation in 2020.*"

All three Selectmen agreed their intention was not to raise the \$43,000 from general taxation, and they would not be in favor of that option at this point. The Board discussed the likelihood of the Municipal Aid revenue approved in the current State budget being eliminated in 2020 by the Legislature and their overall discussions on this item have been that it would be funded by this one time source of funds.

There was a general consensus that the more layers there are to a warrant article, the more confusing the article can be to some voters. The Board was not attempting to develop a complex warrant article on this issue. They also felt the project had only been discussed and presented as being covered through this source of funding.

Mr. Leclair moved for the Board to include the language: "*Should the Municipal Aid Revenue from the State of New Hampshire not be received by the Town, this warrant article will be null and void*" in the storage garage warrant article. Seconded by Mr. Bedard. A vote was taken, all were in agreement, the motion carried unanimously.

Painting of Safety Complex Training Room

Mr. Eaton provided the Board a cost estimate he had received for the painting of the Training Room in the Safety Complex that totaled \$2,100. He indicated a significant amount was the cost of materials for the project, and he felt this was a fair cost for the work. Mr. Leclair indicated his initial thought was the cost was high, and he would like to see a second or third quote for this work. Mr. Bedard and Mr. Leclair agreed they

would each secure a cost estimate for this project to enable the Board to have comparison figures to consider. The item was tabled until the Board's next meeting.

Presidential Primary Election Set-Up

Mr. Eaton noted with the upcoming February 11th Presidential Primary, the Board should be looking at the set-up for the election due to the renovation of the Auburn Village School and the space available in the entry area and the hallway outside of the gymnasium where voting will take place. He recommended organizations such as the Historical Association and Girls Scouts should not be in the gymnasium, but in an area outside of the gym. It was noted the election and facility are under the control of the Town Moderator at the time of an election, and the concerns shall be shared with Mr. Tillery.

February Board Meeting

The Board reviewed the anticipated Board meeting schedule of February 10th and February 24th. There was discussion about travel plans of one of the Board members and the potential of moving the February 24th meeting to February 17th. It was ultimately agreed to leave the meeting schedule as planned for February 24th.

House Bill 1568

Mr. Bedard brought to the Board's attention a legislative proposal (House Bill 1568) which could restrict local elected officials from doing business with the Town. Mr. Bedard expressed the concern that, particularly for smaller communities, local officials and local business owners, are often the same people. He also noted the recent work for the addition to the Police Department and how Mr. Eaton volunteered his services as a benefit to the community. He felt the proposed legislation could prevent that type of effort in the future if adopted, which would be to the detriment of the community. Mr. Eaton and Mr. Leclair agreed with Mr. Bedard on this issue, and felt it was something that should not be legislated at the State level, but was better to be addressed locally.

The Board concluded its limited business workshop meeting at 9:50 AM in order to move to a facilitated Goal Setting Session.

Facilitated Meeting – Town of Auburn Goal Setting Session

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

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

The first portion of the workshop was focused on reviewing the goals established for 2019 by the Board of Selectmen and what degree of success was achieved during the past year. The summary of 2019 goals and action taken includes:

- *Focus on the development of the south end of Auburn including the cost of bring water to the area, potential amendments to the zoning of properties and the re-authorization of the Auburn Development Authority.*

The Board noted they received an estimate for the cost of bringing a municipal water line to this portion of town, and it was determined to be cost prohibitive for the Town at this point in time. The Planning Board did meet with several potential developers to discuss the development of a 55 & Older Housing regulation, which has since been developed by the Planning Board and is proposed for adoption at the March 2020 Town voting. The Board had determined the re-authorization of the Auburn Development Authority was premature once attention was focused on senior housing, which could be located in many areas of the community.

- *Renovation of the Police Department facility and storage plans for Parks and Recreation.*

The Board reported it was able to achieve an addition to the Police Department during the past year that addressed the major points noted in an MRI Review of the department, which was the provision of separate male and female locker room facilities; storage space for larger items, and the provision of dedicated records storage. They noted the project was done within existing funds available to the Town and the receipt of unanticipated Municipal Aid from the State of New Hampshire in 2019. The Board also noted a plan for a storage garage for Parks & Recreation has been placed on the warrant for the March 2020 voting. The project is proposed to be funded by the 2020 Municipal Aid to come from the State of New Hampshire.

- *Exploration of digitizing of Town Records.*

Mr. Herman reported the Town Hall staff has gathered sufficient information from a Manchester-based firm that is used by a significant number of municipalities, in addition to large businesses, medical offices and hospitals, for this type of service. With the information in hand, the Town will be able to issue a Request for Proposal in 2020 to be able to have cost estimates in hand for the FY 2021 budget process to begin this process.

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

The second portion of the workshop was structured for each member of the Board of Selectmen and the Town Administrator to suggest what they individually felt were the top two or three goals for the Town for the coming year. Each individual offered what they felt were the three top goals for the Town in 2020. There was a lot of similarity and overlapping of many suggested goals, and the meeting recessed to allow Mr. Alpers and Ms. Walts to review and compile the discussion into three overall goals for the Board to consider. When the meeting resumed, the proposed goals included:

- Passage of the warrant article for the storage garage building for Parks & Recreation in March, and the ultimate building of the facility before the end of 2020.
- Work with the Library Trustees to focus attention on the potential of an expansion of the Griffin Library and development of community center space on the expanded property the library is situated. The planning efforts would include a professional review of the Town property and the existing building to know what the property could support and how realistic it would be to expand the existing building. In addition, a community-wide survey of interests and needs would be undertaken, as well as potential focus group sessions. This would lead to a general facilitated forum in the fall similar to what had been done in recent years for the Auburn Village School project and the design of Parks & Recreation.
- Focusing attention on the Town's need for a building maintenance effort for the ongoing maintenance of four main Town facilities – the Town Hall, Safety Complex, Pingree Hill Fire Station and the Griffin Free Public Library. The effort could potentially result in the development of a part-time maintenance position, a partnering with the Auburn School District or possibly contracting with a property maintenance firm. There is also the need to make improvements to the Pingree Hill Fire Station to be undertaken in 2020 and, for which, funding is included in the FY 2020 warrant articles.
- Undertaking discussions with Manchester Water Works to address a number of items and issues both sides have had various discussions or interests in order to move them forward to conclusion. Among the items for discussion include the use of the Severance School building for a community center facility; improving the intersection of Hooksett Road and Depot Road; land for expansion of the Auburn Village Cemetery; provision of a permanent right-of-way access for MWW to their property behind the Safety Complex, and cleaning-up and defining property lines and uses in certain areas between the MWW, Auburn School District and Town of Auburn.

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

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

Adjourn

Mr. Eaton moved to adjourn; Mr. Bedard seconded the motion. All were in favor, the motion passed and the meeting adjourned at 11:12 a.m.