

**Town of Auburn
Board of Selectmen
October 30, 2017
Town Hall
7:00 p.m.**

() Call to Order – Pledge of Allegiance

Approval of Payroll for Week of October 30, 2017

Consent Agenda – as of October 30, 2017

() Appointments with the Board

Melissa Gates – Fundraising Concept for Radar Trailer

() FY 2018 Budget Presentations

Parks & Recreation – P&R Commission

Recreation Improvements – P&R Commission

Fire Department – Ed Gannon

Ambulance Service – Ed Gannon / Bill Herman

Fire Apparatus – Ed Gannon

Emergency Management – Ed Gannon

() New Business

Mosquito Control

Town Wide Assessing Update in 2018

Request for Street Light – Winters Way & By-Pass 28

() Old Business

() Other Business

() Minutes

- October 23rd, 2017 Public Meeting
- October 23rd, 2017 Non-Public Public Meeting (x 2)
- October 25th, 2017 Public Meeting
- October 25th, 2017 Non-Public Meeting

() Non-Public Session

Pursuant to RSA 91-A: 3, II (a) – Job performance evaluation of a public employee

() 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: October 30, 2017

Re: Consent Agenda – Week of October 30, 2017

Warrant / Yield Taxes):

- ❖ Camp Carpenter – Rattlesnake Hill Road (Tax Map #1, Lot #2) - \$1,118.01

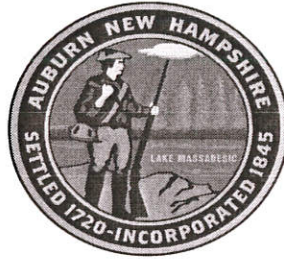
		1	2	3	4	5	6	7	8	9	Report	Budget	SP
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm			
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved			
		As of December	As of December	As of December	As of December	As of October	2018		2018	2018			
General Fund													
Parks & Recreation													
1	01-4520-0-001-1	Recreation Senior Trips	4,198.45	10,586.71	8,808.67	7,000.00	5,587.95	7,000.00		7,000.00			
	Narrative for Column # 6												
	Spring & Fall Senior Trips.												
	Narrative for Column # 8												
	BOS approved 10/23/2017.												
2	01-4520-0-001-2	Recreation Family Events	11,523.03	12,376.64	14,949.36	13,600.00	13,102.33	16,150.00	19%	16,150.00			
	Narrative for Column # 6												
	Old Home Day \$10,750, 2 Concerts in the Park \$2,800, Coffee House Concert \$800, Winter Carnival \$1,800.												
3	01-4520-0-001-3	Recreation Basketball Program	0.00	0.00	0.00	800.00	447.92	1,280.00	60%	1,200.00			
	Narrative for Column # 6												
	New Nets \$80, Backboard Repair \$600, Striping \$600.												
	Narrative for Column # 8												
	BOS approved 10/23/2017 Backboard Repair \$600 and Striping \$600 at Appletree & Safety Complex.												
4	01-4520-0-001-4	Recreation Ski Program	2,461.40	2,601.50	2,655.92	2,800.00	2,629.76	2,800.00		2,800.00			
	Narrative for Column # 6												
	Busing												
	Narrative for Column # 8												
	BOS approved 10/23/2017.												
5	01-4520-0-001-6	Recreation Community Service Award	144.00	0.00	400.00	250.00	100.00	750.00	200%	750.00			
	Narrative for Column # 6												
	Award and Gift \$250, Memorial Bench for Helen Hiltz \$500.												
	Narrative for Column # 8												
	BOS approved 10/23/2017.												
6	01-4520-0-001-7	Recreation Soccer Program	2,123.19	1,531.70	1,010.00	800.00	825.45	1,900.00	138%	1,900.00			
	Narrative for Column # 6												
	Goal Anchors/Sandbags \$200, Fielding Striping Paint \$1,200, Wheel Kits for Big Goals \$300, Nets for Medium Goals \$200												
	Narrative for Column # 8												
	BOS approved 10/23/2017.												
7	01-4520-0-001-8	Recreation Senior Dinners	866.81	985.95	1,159.28	1,500.00	1,429.38	1,800.00	20%	1,800.00			
	Narrative for Column # 6												
	January Dinner \$1,000, August BBQ \$800.												
	Narrative for Column # 8												
	BOS approved 10/23/2017.												
8	01-4520-1-120-1	Recreation Secretary Salary	10,329.58	10,876.09	3,627.77	17,318.25	9,049.92	0.00	100%	0.00			
9	01-4520-1-120-2	Recreation Maintenance Worker	15,438.25	17,852.16	25,802.07	25,770.02	17,888.53	0.00	100%	0.00			
10	01-4520-2-250-1	Recreational Mileage Reimbursement	527.20	365.17	1,196.58	800.00	1,533.81	1,200.00	50%	1,200.00			
	Narrative for Column # 6												
	Check parks for needles every day.												
	Narrative for Column # 8												
	BOS approved 10/23/2017.												

2018 PROPOSED PARKS & RECREATION TOWN OF AUBURN

		1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of October	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
11 01-4520-3-360-1	Recreation Playground & Parks	13,152.53	926.27	4,210.89	2,000.00	2,289.10	3,000.00	50%	3,000.00	
	Narrative for Column # 6									
	Bug Spray, Swing Hardware, Nuts and Bolts, Pressure Wash Playground Equipment, Paint Electrical Panel Backboard, Install Stairs Per Inspector.									
	Narrative for Column # 8									
	BOS approved 10/23/2017.									
12 01-4520-5-550-0	Recreation General Maintenance	2,382.60	9,127.02	21,985.71	7,900.00	6,233.06	20,175.00	155%	0.00	
	Narrative for Column # 6									
	Kid Cushion - Wayne Eddows \$1,000, and Appletree Parks \$800, Fix Bricks - Bicentennial Park \$800. Electric Line - Bicentennial Park \$2,000, Cut Tree Overhang - Circle of Fun and Apple Tree Parks \$5,900, Clean Monuments \$550, Restripe Handicap Parking Spot \$200, Replace Large Yellow Slide \$1,500, No Parting/No Overnight Parking Signs for Events \$300, Picnic Tables \$600, New Hand Cups for Lion Structure \$50, Shed Doors at Wayne Eddows \$300, Sprinkler Head Repairs & Winterizing \$650, Fertilizer Treatments at Wayne Eddows Fields \$3,300, Fertilizer Treatments at Safety Complex Field \$1,225, Aeration and Overseeding at Wayne Eddows \$1,000.									
13 01-4520-5-550-4	Recreation Ice Rink	4,238.19	150.00	1,183.57	3,000.00	2,282.44	11,300.00	277%	1,800.00	
	Narrative for Column # 6									
	Paint Asphalt Light Green \$3,000, Replace Curbing \$6,500, 25' x 20' apron at parking lot \$1,800.									
	Narrative for Column # 8									
	BOS approved 10/23/2017. 25' x 20' apron at parking lot \$1,800.									
14 01-4520-5-560-1	Recreation Trash Removal	0.00	0.00	0.00	300.00	170.25	600.00	100%	600.00	
	Narrative for Column # 6									
	Dumpsters and New Containers.									
	Narrative for Column # 8									
	BOS approved 10/23/2017.									
15 01-4520-5-560-2	Recreation Chemical Toilets	4,533.65	5,188.58	6,223.85	5,400.00	4,826.66	5,400.00		5,400.00	
	Narrative for Column # 8									
	BOS approved 10/23/2017.									
16 01-4520-5-610-0	Recreation Tools	0.00	0.00	0.00	0.00	0.00	9,430.00	100%	5,000.00	
	Narrative for Column # 6									
	Shovels, rakes, hoe, pick, pry bar, lutes, wheel barrow, sledgehammer, hand taper \$846.55; 6.4 x 14 Tandem Axel 2 Ton Dove Tail Trailer \$2,895.00; 3,000 lb Trailer Electric Winch \$279.00; 2 sprayers \$47.98; 4,000 lb Comealong \$54.71; Chainsaw \$293.95, Cordless Drill, Impact Driver, Cordless Sawzall, Assorted Blades, Bits \$437.91; Backpack Blower \$495.00; Skill Saw \$199.00; Plate Compactor w/water tank \$2,695.00; Assorted zipties; Assorted Nuts, Bolts, and Screws, 3 Tarps, Assorted Bunge Cords \$433.72; Assorted hammers, screwdrivers, sockets, pliers, channel lock pliers, allen wrenches, stripped screw remover, etc \$400.00; Gas cans \$79.90; Small compressor with hose and nozzels \$349.89.									
	Narrative for Column # 8									
	BOS approved 10/23/2017.									
17 01-4520-6-670-0	Recreation Office Supplies	0.00	455.19	751.12	200.00	108.32	200.00		200.00	
	Narrative for Column # 8									
	BOS approved 10/23/2017.									
Parks & Recreation Total		71,918.88	73,022.98	93,964.79	89,438.27	68,504.88	82,985.00	-7%	48,800.00	0.00
Grand Total:		71,918.88 4615105	73,022.98 4429473	93,964.79 6453495	89,438.27 4635200	68,504.88 4156643	82,985.00	-7%	48,800.00	0.00

Town of Auburn

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Town Administrator

William G. Herman, CPM
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townadmin@townofauburnnh.com

To: Board of Selectmen

From: Bill Herman, CPM, Town Administrator

Date: October 27, 2017

Re: Training Funds for Parks & Recreation Coordinator

As part of the FY 2018 budget process, I would ask the Board to consider allocating training funds to enable the Parks & Recreation Coordinator to participate in a few meetings, workshops or conferences available during the year for individuals involved in the recreation field.

We have been able to cover a couple of small events for Amy during the past year, but like other positions in the Town system, it would make sense to allocate some amount of funding for this moving forward.

This Board and previous Boards of Selectmen have been supportive of providing training and networking opportunities for most Town employees to afford them the opportunity to enhance their knowledge, skills and contacts in their respective fields. The Parks & Recreation Coordinator's position has not been an established, regular part-time position until now, and we would like to make sure these types of opportunities are available.

Off-hand, I would recommend an amount somewhere in the range of \$800 to \$1,000. I am aware of a Northern New England Recreation and Parks Conference that Amy is interested in attending in Bartlett, NH on January 9th – 11th that would cost a total of \$774 for registration, meals and hotel.

If the Board is open to this potential, I would seek direction from the Board as to whether they would prefer to have a specific "Conferences, Seminars & Dues" budget line added to the Parks & Recreation budget, or would you prefer that we increase the general "Conference, Seminars & Dues" account in the General Government budget for this purpose?

Thank you for your consideration.

2018 LAND & LAND IMPROVEMENTS

TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
						2018		2018	2018
	As of December	As of December	As of December	As of December	As of October				
General Fund									
Land & Improvements									
1 01-4901-3-910-3	Recreation Improvements	0.00	0.00	59,189.36	23,000.00	14,329.60	93,861.00	308%	
<i>Narrative for Column # 6</i>									
Walking Path at Wayne Eddows (Phase 2) \$61,978; Two Gates at Wayne Eddows \$3,000; Lights at the New Parking Lot at Wayne Eddows (Phase 1)\$12,000; Replace Softball Field Fence \$7,600; Yellow Toppers for Softball and TBall Field Fence \$1,183; Dugouts at T-ball Field \$5,500; Two 12' Benches at Safety Complex Field \$1,000; Two "Walls" for Wallball at Wayne Eddows and Circle of Fun \$1,600.									
Grand Total:		0.00	0.00	59,189.36	23,000.00	14,329.60	93,861.00	308%	0.00

2018 PROPOSED FIRE
TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
		As of December	As of December	As of December	As of December	As of October	2018		2018	2018
General Fund										
Fire Department										
1 01-4220-3-370-1	Fire Occupational Health & Safety	589.96	0.00	1,000.00	500.00	0.00	500.00			
Narrative for Column # 6										
Line used to repay firefighters insurance co-pays if they provide proof of annual physicals; to provide federally required TB and Hep-B injections to new department members.										
2 01-4220-3-390-2	Forest Fires	0.00	0.00	0.00	1.00	0.00	1.00			
Narrative for Column # 6										
Keep line opened in the event of a large scale brush fire.										
3 01-4220-3-390-3	Fire Equipment Maintenance	3,683.73	3,054.29	4,195.64	4,200.00	45.12	4,200.00			
Narrative for Column # 6										
Yearly the ladder requires NFPA testing, last year contracted a different company that cost slightly more but they also tested all the ground ladders. All ground and aerial ladders are now certified. Line also for repairs to the chain and vent saws, plus other small engines hydraulic and hand tools.										
4 01-4220-3-390-4	Fire Radio Repair	1,293.45	1,081.20	860.52	1,000.00	1,211.32	1,000.00			
Narrative for Column # 6										
Pays for batteries for portable radios and pagers. Also for external antennas and mobile radio programming.										
5 01-4220-3-390-5	Derry Dispatch	38,810.00	41,674.00	43,757.00	45,945.00	45,944.50	48,241.50	5%		
Narrative for Column # 6										
Contract										
6 01-4220-3-390-7	Fire & Rescue Training	16,738.81	17,783.56	17,473.11	17,000.00	10,537.85	17,000.00			
Narrative for Column # 6										
For training new firefighters and EMS providers and to pay for advanced classes. Pays for training props and training software. The increase is to build a multi-purpose three level training prop at Pringree Hill Station. This prop will allow training evolutions for SCBA, RIT, Tripod operations and forcable entry.										
7 01-4220-3-390-8	Fire Hazmat	5,871.86	5,987.07	6,290.23	6,553.52	6,559.84	6,700.00	2%		
8 01-4220-5-550-1	Fire Building Maintenance	12,808.76	13,650.74	9,464.76	9,000.00	9,119.94	9,000.00			
Narrative for Column # 6										
This year discovered black mold behind the walls of the apparatus bay at the Safety Complex, this was a health hazard. The full time firefighters removed all the sheetrock and replaced it with 3/4 ply, installed slightly off the floor to prevent further mold damage. Replaced molding around the bay doors at both stations and fixed 1/2" gaps found in doors and frames. Sealed and made weather tight several outside openings. In 2018 will paint the apparatus bay floor, walls and ceiling. lowest bid \$3,500. Will begin repairs on the outside and inside of Pingree Hill. Outside wooden post have rotted away and much of the skirting needs to be replaced or reattached. Adding a ceiling fan to the apparatus bay to move the warm air down to maximize heat.										
9 01-4220-6-610-1	Fire & Rescue New Equipment	14,897.89	16,094.99	33,383.88	15,000.00	17,984.66	15,000.00			
Narrative for Column # 6										
Continue to work on and target hazards in town; must come up with plans and equipment to handle hazards found. Can not always wait for other towns or Hazardous district to arrive to mitigate emergency situations.										
10 01-4220-6-610-4	Fire New Radios	4,152.77	3,726.70	4,214.25	4,200.00	3,443.77	4,200.00			
Narrative for Column # 6										
There are several area in town that portable radios have dead spots where responders must return to vehicle to relay information to dispatch or other responders which can leave responders in a dangerous position.. In 2017 a repeater was added to Tower Hill which greatly decreased dead spots. There is still one area in Town within a dead zone. In 2018 will spend money on a mobile repeater for Rescue 1/ EMS and technical rescue vehicle. These vehicles were chosen as they make the highest number of calls. This will allow mobile communication between Derry and Chester which will also maximize safety and response.										
11 01-4220-6-610-6	Fire SCBA Maintenance	5,216.98	4,515.56	4,383.76	5,000.00	2,866.76	5,000.00			
Narrative for Column # 6										
Line used for NFPA required annual testing of breathing apparatus, the mobile and fixed cascade system. Buys batteries for the voice amplifiers and low air systems; fixes masks and harnesses.										
12 01-4220-6-611-1	Fire Water Hydrants	10,255.05	9,991.24	12,132.52	10,000.00	4,431.86	10,000.00			

2018 PROPOSED FIRE TOWN OF AUBURN

		1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of October	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
13 01-4220-6-640-0	Fire Dues, Subscription and Software	0.00	0.00	2,412.54	2,500.00	3,054.33	4,000.00	60%		
	Narrative for Column # 6									
	Addition due to adding licensing for Firehouse software. In the past only one person could use software which delay incident reporting as others were on the system. Now three individuals can use the system at the same time. This number has worked out well and not once last year was there ever a time when someone had to wait to use the system.									
14 01-4220-6-660-1	Fire Rescue Supplies	2,206.55	1,557.85	1,989.87	2,000.00	4,190.21	2,000.00			
	Narrative for Column # 6									
	Each year required to test hose, in 2017 some of the hose failed. A single 100 foot section of 4" supply cost \$500, replaced 3 sections in 2017. Also lost several lengths of 2 1/2 " hose during the three day Brown Island fire. ISO recommends that apparatus carry specific lenghts of different sizes of hose. Maintaining this requirement can helps in ISO ratings, which can keep insurance cost down for residents.									
15 01-4220-6-660-2	Fire Protective Clothing	9,343.69	9,266.35	12,198.42	10,000.00	9,566.05	14,000.00	40%		
	Narrative for Column # 6									
	Increased this number to enable the purchase 4 new sets of gear a year. Currently there is no spare gear available for new members.. This is why the department has not run a member drive which was suggested by the MRI study. With this amount should be able to move on this recommendation.									
16 01-4220-6-670-1	Fire Office & Cleaning Supplies	4,021.70	5,732.25	3,521.50	2,500.00	2,439.46	2,500.00			
	Narrative for Column # 6									
	For office and cleaning supplies at both stations. Pays for copies for department classes.									
17 01-4220-6-690-1	Fire Misc Grant	9,586.00	8,065.60	7,972.05	7,236.00	7,236.00	7,236.00			
	Narrative for Column # 6									
	In year two of my term as chief have a much better understanding of the grants available for small fire departments. Money used to pay Town's portion of matching grants.									
18 01-4220-6-690-2	Fire Dry Hydrants	29.46	605.01	665.57	500.00	520.74	500.00			
	Narrative for Column # 6									
	Provides paint and parts to keep existing dry hydrants operational. Also to check and clean strainers that can become clogged.									
19 01-4220-6-690-3	Information Technology	0.00	0.00	0.00	0.00	0.00	2,000.00	100%		
	Narrative for Column # 6									
	Added account to enable Department to properly account for IT equipment and services.									
20 01-4220-7-700-1	Fire Truck Lease/Purchase	0.00	19,212.14	13,024.82	13,025.00	6,513.41	0.00	-100%		
21 01-4220-7-710-1	Fire Truck Maintenance	11,341.37	24,703.62	18,282.98	15,000.00	18,134.17	34,000.00	127%		
	Narrative for Column # 6									
	Added \$16,000 to fix one motor on Engine 1. (Note reduced the stipend line by \$18,000 to allocate \$\$ where used/needed) Added \$3,000 PM for all department vehicles. A lack of prior PM lead to the expendiure of \$18,978.46 to fix Engine #2. Routine maintenance, inspection and required annual testing of equipment.									
22 01-4220-7-720-1	Fire Apparatus Fuel	15,816.70	14,588.19	8,055.98	11,000.00	5,503.71	9,000.00	-18%		
	Narrative for Column # 6									
	Reduction to fuel costs.									
Fire Department Total		166,664.73	201,290.36	205,279.40	182,160.52	159,303.70	196,078.50	8%	0.00	0.00
Grand Total:		166,664.73	201,290.36	205,279.40	182,160.52	159,303.70	196,078.50	8%	0.00	0.00

NOTE: DECREASING THE FIRE STIPEND LINE BY \$18,000⁰⁰

2018 PROPOSED AMBULANCE TOWN OF AUBURN

	1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of October	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
General Fund									
Ambulance									
1 01-4215-3-390-1 Derry Ambulance Service	60,167.00	66,184.00	72,802.50	80,083.00	80,082.50	83,896.00	5%		
Narrative for Column # 6									
Currently working on a 5 - 7 year contract. This number is based on last contract.									
Ambulance Total	60,167.00	66,184.00	72,802.50	80,083.00	80,082.50	83,896.00	5%	0.00	0.00
Grand Total:	60,167.00	66,184.00	72,802.50	80,083.00	80,082.50	83,896.00	5%	0.00	0.00

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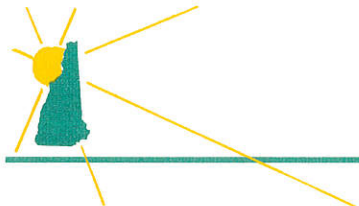
2018 MACHINERY, VEHICLES & EQUIPMENT
TOWN OF AUBURN

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ReportBudgetSF

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
							2018		2018	2018
		As of December	As of December	As of December	As of December	As of October				
<hr/>										
Machinery, Vehicles & Equipmen										
1 01-4902-7-700-1	Fire Apparatus Lease/Purchase	75,518.21	72,695.61	72,695.61	72,696.00	72,695.61	72,696.00			
Grand Total:		75,518.21	72,695.61	72,695.61	72,696.00	72,695.61	72,696.00	0%	0.00	0.00

2018 PROPOSED EMERGENCY MANAGEMENT TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
	As of December	As of December	As of December	As of December	As of October	2018		2018	2018
General Fund									
Emergency Management									
1 01-4290-0-550-0 OEM (FEMA) Expenditure	0.00	26,527.58	0.00	1.00	0.00	1.00			
2 01-4290-3-390-1 OEM Training	34.43	200.00	42.48	200.00	0.00	200.00			
3 01-4290-3-395-1 OEM Public Media	0.00	0.00	0.00	0.00	0.00	8,100.00	100%		
<i>Narrative for Column # 6</i>									
To add Everbridge, an emergency system enable fire and police to inform the the public of emergency situations through text messaging, facebook notices, and twiter feeds during an emergency. This was a recommended by the MRI study.									
4 01-4290-6-610-1 OEM Equipment & Gear	369.25	0.00	396.87	500.00	125.54	125.54	-75%		
Emergency Management Total	403.68	26,727.58	439.35	701.00	125.54	8,426.54	1,102%	0.00	0.00
Grand Total:	403.68	26,727.58	439.35	701.00	125.54	8,426.54	1,102%	0.00	0.00



Avitar Associates of New England, Inc.

A Municipal Services Company

October 18, 2017

**Town of Auburn
Bill Herman
Board of Selectmen
P.O. Box 309
Auburn, NH 03032**

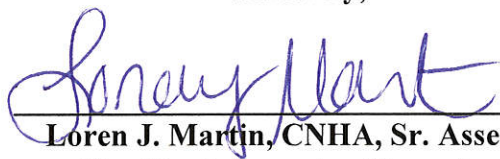
Re: Town Wide Update 2018

Dear Bill & Board Members:

Pursuant to your 5 year Assessors Agreement and in compliance with RSA 75:8-a, requiring valuation updates at least once every five years, I am enclosing an update contract as outlined on Page 7 of our agreement. As stated in our contract, the update agreement is a separate agreement and is required pursuant to RSA 21-J:11.

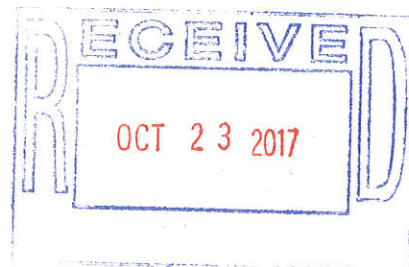
I believe you will find this agreement mirrors everything as outlined on Page 7 of our contract, however, should you find any discrepancies or have any questions, please do not hesitate to contact me. If you find everything is in order, simply indicate whether or not you want the bond (this is an additional cost to the town), sign and return to me for execution. I will forward a copy of the executed agreement to the Department of Revenue.

Sincerely,



**Loren J. Martin, CNHA, Sr. Assessor
President, Assessing Operations**

LJM/sjc
Enclosure



REVALUATION/UPDATE AGREEMENT

SUBJECT: Cyclical Revaluation of all taxable, tax exempt and non-taxable property for tax assessment purposes, in accordance with the standards set forth in the laws of the State of New Hampshire and Administrative Rules adopted by the Department of Revenue Administration (DRA) and the Assessing Standards Board (ASB), in effect at the time of execution.

Auburn, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called the Municipality; and Avitar Associates of NE, Inc., a business organization existing under the laws of the State of New Hampshire and having a principal place of business at 150 Suncook Valley Highway, Chichester, NH 03258 hereinafter called the Company, hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION

1.1 Name of Municipality:	Town of Auburn
1.2 Address of Municipality:	P.O. Box 309
	Auburn, NH 03032
1.3 Contact Email:	townadmin@townofauburnnh.com
1.4 Contracting Officer for the Municipality:	Board of Selectmen
1.5 Telephone & Fax Numbers:	(603) 483-5052 Fax 483-0518
1.6 Name of Company:	Avitar Associates of N.E., Inc.
1.7 Address of Company:	150 Suncook Valley Highway
	Chichester, NH 03258
1.8 Telephone & Fax Numbers:	(603) 798-4419 Fax (603) 798-4263
1.9 Name and Title of Company Signer:	Loren J. Martin, President of Assessing Operations
	or Gary J. Roberge, CEO
1.10 Contact Email:	loren@avitarassociates.com or gary@avitarassociates.com

2. GENERAL SERVICES TO BE PERFORMED BY THE COMPANY

2.1 Appraise all property.

- 2.1.1 To appraise all taxable property within the municipality in a good and workmanlike manner according to New Hampshire Revised Statutes 75:1.
- 2.1.2 To appraise all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of the Municipality in the same manner as taxable property.
- 2.1.3 The Company shall measure, list and verify all sales used as benchmarks for the update process, unless otherwise noted in the addendum section of this contract.

2.2 Completion of Work:

2.2.1 The company shall complete all work and deliver the same in final form to the Municipal Assessing Officials on or before 10/1/2018 with assessments as of 4/1/2018.

2.2.2 A penalty of \$35.00 per day shall be paid by the Company for each day required for completion beyond the above stated completion date for delays caused by the Company.

2.2.3 The re-assessment shall be considered complete and in its final form only when informal reviews have been complete, value changes made as required and the figures are submitted to and accepted by the Municipal Assessing Officials. The Company shall provide the municipality with a full set of property record cards, the USPAP Standard 6 Report which includes the data collection manual and the CAMA Manual, if applicable.

2.3 Personnel.

2.3.1 The Company shall employ experienced and competent assessors who have been certified by the N.H. Department of Revenue Administration in accordance with ASB 300 rules and RSA 21-J:14-f for the level of work they will be performing. A list of personnel is attached to this contract detailing their level of certification.

2.3.2 The Company shall not compensate, in any way, a Municipal officer or employee or any member of the family of such officer or employee in the performance of any work under this contract.

2.3.3 Upon execution of the contract and before the update/revaluation begins, the Company shall forward to the N.H. Department of Revenue Administration a list of the approved employees assigned to the update project.

2.3.4 The Company will ensure the DRA Certified Assessor Supervisor will be on the job site 50% of the time.

2.3.5 The Company will ensure that there will be no assigning of any part of the contract to anyone other than the Company without express written permission by the Town.

2.4 Public Relations.

The Company and the Municipality, during the progress of the work, shall use its best efforts and that of its employees to promote full cooperation and amiable relations with the taxpayers. All publicity and news releases will be cleared with the Municipal Assessing Officials. The Company, upon request of the Municipality, will make available speakers to acquaint property owners with the nature and purpose of the update at a public forum scheduled by the Municipality, but not more than 4 during the course of the project.

2.5 Confidentiality.

2.5.1 The Company agrees to not disclose to anyone except the Municipal Assessing Official and the Commissioner of the N.H. Department of Revenue Administration or their respective designee, any preliminary values or new values discovered, for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the update, until the values have been submitted to the Municipal Assessing Officials and are made public.

2.5.2 The Company agrees to furnish the New Hampshire Department of Revenue Administration staff member assigned to monitor the update reasonable requests for information made in writing.

2.6 Compensation and Terms.

The Municipality in consideration of the services hereunder to be performed by the Company agrees to pay to the Company the sum of \$74,600 dollars, in manner and form as follows:

2.6.1 Payment shall be made in equal monthly installments of \$6,216.66 per month as the work progresses.

2.6.2 Payment shall be based on monthly progress reports submitted by the Company and accepted by the Municipality.

3. DETAIL SERVICES TO BE PERFORMED BY THE COMPANY

3.1 Development of Unit Costs:

3.1.1 The Company may use Marshall & Swift Cost Manual as a basis to develop the costs of residential, commercial and industrial construction in the area and then modify those costs by local sales, material costs and prevailing wage rates in the building trades. These shall include architects and engineer's fees, and contractor's overhead and profits. Oftentimes, the existing CAMA model and established cost tables are the starting point. Before using any indicated costs, the Company shall make tests using costs against actual sales of buildings whose actual current costs are known, in order to ensure accuracy.

3.1.2 Residential Property Appraisal Schedules. The Company shall use unit cost as the basis of appraisal of residential properties. Schedules shall consist of unit base prices upon definite specifications for houses of various types and quality of construction and reflect the building customs and practices in the community. The schedules shall include adjustment for story height, square foot size and extra features, such as barns, garages, pools, fireplaces, etc. and are found in the USPAP report Section "Final Valuation Cost Tables".

3.2 Collection of Property Data – No Measure & Listing Except Sales Properties Used in Preliminary Sales Analysis

- 3.2.1** All vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.
- 3.2.2** Every principal building(s), shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value. (All improvements on the property will be measured but not necessarily listed, ie. sheds, decks, barns, etc.)
- 3.2.3** The Company shall make an attempt to inspect the property and if the attempt is unsuccessful, the Company may:
- (a) Leave a notification card at the property advising the taxpayer that they will receive a letter in the future to call and schedule an interior inspection and;
 - (b) Send a letter to the property owner requesting that the property owner call the Contractor's designee, within a stated time frame as agreed upon by the Municipal Assessing Officials and the Company, to arrange for an interior inspection;
- 3.2.4** If the Company is not able to arrange for an interior inspection or entrance to a building or parcel of land cannot be obtained as detailed in Section 3.2.5 below, the Company shall:
- (a) Estimate the value of the improvements using the best evidence available; and
 - (b) Annotate the property record card accordingly.
- 3.2.5** The Company shall complete interior inspection of all properties except:
- (a) Vacant or unoccupied structures;
 - (b) Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to the Companies notifications;
 - (c) Where postings prevent access;
 - (d) Unsafe structures;
 - (e) When the owner has refused access to the Company;
 - (f) When inhabitants appear impaired, dangerous or threatening; and,
 - (g) Any other reason for which the Municipal Assessing Officials agree that the property is inaccessible.

3.2.6 Commercial and Industrial property, whether rented or not, may have its earnings or estimated earnings capitalized as another means of developing the properties market value.

3.2.7 The Company shall provide to Municipality a complete copy of the: field data collection card(s).

3.3 Market Analysis:

3.3.1 A DRA Certified Property Assessor Assistant under the guidance of a DRA Certified Property Assessor or Supervisor may validate sales data. A DRA Certified Property Assessor Supervisor shall prepare the full market analysis.

3.3.2 In order to ensure that appraisals will reflect full and true value, the Municipality shall provide to the Company a copy of all property transfers for a period not to exceed two (2) years immediately preceding the effective date of the update.

3.3.3 A market analysis shall be conducted using accepted appraisal methods in order to determine land, building and total property values. Such accepted methodology shall include the consideration of all sales given by the municipality to the Company and their inclusion in the sales section of the UPSAP report with appropriate notations for those sales not used in the correlation of values.

3.3.4 All qualified property sales shall be included in the USPAP report by photocopy or printout of the property assessment record card and a photograph of the principal buildings shall be attached thereto. A list of all unqualified sales will also be provided.

3.3.5 The sales price and terms of the sale shall be verified by the Company and a notation as to qualified or unqualified transaction with unqualified sales noted as to reason made on the property assessment record card along with the sale price, date of the sale, and date of inspection.

3.3.6 Land values shall be determined from land only sales whenever possible, however, in the absence of an adequate number of land sales, the appraiser may use the land residual technique to assist him in the determination of land values. The analysis shall show the sale price, adjustments made and final value as of the effective date of the update.

3.3.7 The indicated land values shall be shown as, but not limited to, front foot, square foot, front acre or rear acre units or other appropriate units of comparison.

3.3.8 The preliminary market analysis showing the sales used and the analysis to indicate property values, including front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison or a summary thereof will be provided to the Municipal Assessing Officials prior to the notification to taxpayers of preliminary values. All preliminary analysis, field cards, reports,

etc. are work products and are the property of the Company and not provided to taxpayers. Final market analysis will be printed and provided to the Municipal Assessing Officials as part of the USPAP report.

3.4 Value Notification & Informal Reviews.

- 3.4.1** The Company shall provide the Municipal Assessing Officials with a list of newly established values for review and a sample notice that specifies the dates to call for scheduling an informal hearing.
- 3.4.2** The Company shall mail, first class, to all property owners a notice of the newly estimated value of the property. Such notice shall also contain instructions for online access for 30 days for their ease in review and comparing assessments and an indication of where else this information is available, ie, the Library, Town Hall, etc. for review. The notice shall also contain the date, time and location of the informal review process including instructions on obtaining an informal review.
- 3.4.3** The informal review process shall include a 5 day window for property owners to call and schedule an appointment which will occur at a later date. The informal review process may be monitored by the Municipal Assessing Officials or their designee. The Company shall ensure that an informal review of the newly estimated property values is provided to all property owners who request such review during the timeframe allowed for setting up appointments.
- 3.4.4** The Company shall notify all property owners addressed during the informal reviews of the disposition of their review stating whether or not a change in value has resulted and the amount thereof and will contain information regarding the abatement/appeal process.

3.5 Manual of Appraisal:

3.5.1 Final Appraisal Report. This report shall follow closely the most recent edition of Uniform Standards of Appraisal Practice (USPAP) Standard 6. The report shall contain the following sections:

1. A Letter of Transmittal.
2. A Certification Statement.
3. A section including the contracted Scope of Work.
4. A section detailing sales, income, and cost approaches to value including all valuation premises.
5. A section including all tables pertinent to the valuation process along with all CAMA codes and adjustments used for the valuation of residential, commercial, industrial, manufactured housing and exempt properties.
6. A section including statistical analysis and testing.
7. A neighborhood/sales map.
8. A section detailing all CAMA system codes/tables.
9. A section detailing the data collection process.

The Company shall instruct the Municipal Assessing Officials or their designee in the use of the manual so that they will have an understanding of the appraisal process being utilized. Upon completion of the revaluation/update, the

Company shall deliver one electronic copy and one hard copy of the report to the Municipal Assessing Officials and one copy to the DRA.

3.6 Property Record Cards:

- 3.6.1** The Company shall prepare property record cards 8-1/2 x 11 inches for each separate parcel of property in the municipality. Sales information is detailed on the front of the card to the right of owner information and includes grantor, date of sale, and consideration amount, qualification code and indicator of whether improved (I) or vacant (V).
- 3.6.2** The cards shall be arranged based on the Town's CAMA system design, as to show the owner's name, street number, or other designation of the property and the mailing address of the owner, together with the necessary information for determining land value, the number of acres of the parcel, the land classification, any adjustments made to the land values and the value of the improvements to the land.
- 3.6.3** The card shall be so arranged as to show descriptive information of the buildings, pricing detail, depreciation allowed for physical, functional and economic factors and an outline sketch of all principal buildings in the parcel. The property record cards shall be provided in map, lot and subplot sequence and will detail the base valuation year and the print date of the property record card.
- 3.6.4** Any coding used by the Company on the property record card will be clearly explained elsewhere on the card or in the USPAP report.
- 3.6.5** The initials of the Company's employee who measured and/or listed the property shall be noted on each property record card, along with 3rd and 4th characters that describe the reason for the visit and what was done, ie, M=measured, L=measured & listed. A detailed explanation of these codes is outlined in the USPAP report.

4. APPEAL - PROCEDURE NOTIFICATION.

If any property owner believes their assessment is unfair and wishes to appeal for abatement, they **SHALL FIRST APPEAL TO THE LOCAL ASSESSING OFFICIALS** in writing, by March 1, in accordance with RSA 76:16. Forms for this purpose may be obtained from the local Assessing Officials. The **MUNICIPALITY** has until July 1 following notice of tax to grant or deny the abatement. If the property owner is dissatisfied with the decision of the local assessing authority, or the taxpayer does not receive a decision, the taxpayer may exercise **ONE** of the following options:

OPTION NUMBER 1

The taxpayer may **APPEAL TO THE BOARD OF TAX AND LAND APPEALS, 107 PLEASANT STREET, CONCORD, NEW HAMPSHIRE 03301**, in writing, after receiving the **MUNICIPALITY'S** decision or after July 1 and no later than September 1 after the date of the notice of tax, with a payment of an application fee as set by the Board (RSA76:16a)

OPTION NUMBER 2

The taxpayer may **APPEAL BY PETITION TO THE SUPERIOR COURT IN THE COUNTY IN WHICH THE PROPERTY IS LOCATED** on or before September 1 following the date of notice of tax. (RSA 76:17)

NOTE: An appeal to the State Board of Tax and Land Appeals shall be deemed a waiver of any right to petition the Superior Court (RSA 71-B:11)

5. HOW THE COMPANY VALUES PROPERTY

5.1 Replacement cost shall be computed using the tables described in section 3.2. These values shall then be depreciated according to age, condition, utility and desirability and the appropriate amount of physical, functional and economic depreciation shall be shown on each property record card, or shown as a composite adjustment based on condition, utility and desirability.

5.2 If the residential property contains 4 or more separate apartments or residential areas and if the rental charges are at market level, the earnings may be examined to establish a basis of rent capitalization to be used as a comparison to other property indications of value.

5.3 Before the final values are estimated, a DRA Certified Property Assessor Supervisor shall compare the preliminary values with the sales utilized in the sales survey to ensure all values reflect the market as of April 1 of the year of the revaluation.

5.4 When computations of the data obtained from the inspection have been completed a final review shall be made by a DRA Certified Property Assessor Supervisor parcel by parcel, block by block, to identify and correct any mechanical errors, unusual features or anything influencing the final value and to ensure all properties are valued at their highest and best use.

6. CONDUCT OF VALUATION OF PUBLIC UTILITY PROPERTY

6.1 Utility property will be valued by Avitar considering the three approaches to value like any other property in town, where applicable. We will first consider the cost approach (RCNLD), then the income approach, if applicable and if data exists. Then the market sales approach, based on small self contained utilities, will be used when arms length sales exist that are not governed by state or federal agencies and lastly, the NH DRA value opinions, or any combination we feel appropriate unless directed otherwise by the town in writing.

7. ABATEMENT & TAX APPEALS

The Company agrees to furnish the services of a qualified representative to support the values established for the revaluation tax year upon local abatements at no additional costs. A written recommendation will be provided. Appeals to the N.H. Board of Tax and Land Appeals or Superior Court, in all cases where the appeals have been entered within the time prescribed by law will be at the per diem rate of \$95/hour. "Any legal fees incurred are the sole responsibility of the town." In the case of an appeal upon Public Utility property that has been appraised by the Company, the prevailing rate will be charged (currently \$125/hr), the services of an expert may be required and the charge shall be **\$2,500** per day plus expenses. The Company shall continue to be responsible for providing a qualified

representative to support the established value even if the Municipal Assessing Officials have reduced the value as part of the proceedings defined in RSA 76:16. However, if the Municipal Assessing Officials increase any value established by the Company, they forfeit their right to Company representation.

8. SERVICES TO BE PERFORMED BY THE MUNICIPALITY/CITY

8.1 The Municipality shall notify the Company, in writing, what property is exempt from taxation or for any reason dangerous or unsafe, so special arrangements can be made.

8.2 Office Space and Equipment.

The Municipality shall provide suitable office space with desks, tables, telephone access and chairs for the use of the agents and employees of the Company in performing their necessary work, if requested.

8.3 Records and Maps.

The Municipality shall furnish to the Company information pertaining to ownership of all property in the Municipality, the physical location of all property, including two sets of up-to-date tax maps, zoning maps, charts, plans and sales information which may be requested by the Company in performing its work under this contract. If updated tax maps are not provided (consistent with the April 1st assessing records), then an additional fee may be charged. Maps must show lot size and road frontages. If lot size and road frontage is not on the maps, it must be provided by the town with the maps. Building permits, along with plans for any subdivisions, lot line adjustments, mergers, etc. shall be provided.

8.4 Sales Information.

The Municipality shall keep the Company informed of all sales of property taking place during the progress of the update of which it has knowledge, shall make corrections on municipal maps as of April 1 of the update year where lots have been subdivided, merged or apportioned , and notify the company of all ownership, name and address changes.

9. INDEMNIFICATION AND INSURANCE

9.1 The Company agrees to indemnify the Municipality against claims for bodily injury, death and property damage which arises through the company's actions in the course of the Company's performance of the agreement.

9.2 The Company shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are beyond the Company's reasonable control.

9.3 The Company shall maintain Public Liability Insurance, Automobile Liability Insurance and Workmen's Compensation Insurance.

9.3.1 The Public Liability Insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability.

9.3.2 The Automobile Liability Insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each occurrence for bodily injury liability. A copy of the insurance certificate shall be forwarded to the Department of Revenue Administration before starting any work.

9.4 The Company shall maintain certificates of insurance on record with the Department of Revenue before starting the revaluation confirming the required insurance coverage and providing that the State shall receive ten (10) days written notice of the cancellation or material change in the required insurance coverage.

10. PERFORMANCE BOND

The Company, before starting any update/revaluation work shall deliver to the Municipality an executed bond or irrevocable letter of credit in the principal sum of the amount to be paid by the Municipality to the Company, if required, as provided in subparagraph 2.6, as security for the faithful and satisfactory performance of this contract and shall not expire before final values are submitted to and implemented by the assessing officials. A copy of the bond or irrevocable letter of credit shall be forwarded to the Department of Revenue Administration before starting any work. Any cost for bond or letter of credit, if requested, is in addition to the cost of the contract as specified in Section 2.6 and detailed in the "Agreement Execution" section found on page 11.

11. PROJECT SIZE

It is agreed between the parties that the entire project consists of an estimate of 2,660 tracts as defined by RSA 75:9, and that in the event that the number should exceed 100% of said estimate, the company shall be entitled to additional remuneration based on \$35 per parcel/tract. In the event of missing utility parcels, the additional cost is \$2,500 per utility property.

12. ADDENDUMS AND APPENDIXES

- If changes in the law (that occur after signing of the contract) affect the deliverables as noted in this contract, additional fees may be assessed to cover the cost to comply and produce newly required products. This will be communicated in writing to the municipality as soon as it becomes known.
- No measure & list, except sales used in preliminary analysis, as data previously collected during cycled inspections.

Agreement Execution

**Bond Required by Town Please Check One & Initial:* Yes ☐ No ☐

Additional Cost of \$2,985

New Total, If Bond Required \$77,585

Total Number of Parcels 2,660

In the presence of:

Municipality of: Auburn, N.H.

Witness

By: _____

Board of Selectmen

Date: _____

In the presence of:

Company: Avitar Associates of N.E., Inc.

Witness

By: _____
Loren J. Martin, President of Assessing Operations
or Gary J. Roberge, CEO

Date: _____

AVITAR PERSONNEL THAT MAY WORK ON THE PROJECT

<u>ID</u>	<u>EMPLOYEE</u>	<u>AVITAR POSITION</u>	<u>NH DRA CERTIFICATION</u>
GR	Gary J Roberge	CEO, Sr Assessor	Certified Property Assessor Supervisor
LM	Loren J Martin	President, Sr Assessor	Certified Property Assessor Supervisor
DW	David Woodward	Assessor/Supervisor	Certified Property Assessor Supervisor
MS	Mark Stetson	Assessor/Supervisor	Certified Property Assessor Supervisor
CR	Chad Roberge	Assessor/Supervisor	Certified Property Assessor Supervisor
ER	Evan Roberge	Assessor	Certified Property Assessor
JB	Jonathan Babon	Assessor	Certified Property Assessor
KC	Kerry Connor	Assessor Assistant	Certified Property Assessor Assistant
DM	Dan Martin	Assessor Assistant	Certified Property Assessor Assistant
AD	Adam Denoncour	Assessor Assistant	Certified Property Assessor Assistant
JD	Jaron Downes	Building Data Collector	Certified Building Measurer & Lister

George and Susan Lacourse
64 Winchester Way
Auburn, NH 03032

October 25, 2017

Auburn Town Hall
47 Chester Road
Auburn, NH 03032



Dear Sir or Madam:

I am writing this letter to request that By-Pass 28 and the corner of Winters Way have a street light.

This is a state highway and it is very dangerous entering and/or egressing from this corner.

At night you can't find the entrance and cars often tailgate you from Bypass 28. It is difficult to find the street safely to enter Winters Way coming from Derry or Manchester.

The area is dark and people park their cars along the side of this street presumable to hunter, which is another concern.

The entrance to Winters Way is dark and you never know whom you are going to come upon. Cars drive fast on this road. People who take their daily walks on this street are not safe.

I am asking that this request be set as a priority to the house development of Whetherfields.

Sincerely,

George/Susan Lacourse
George and Susan Lacourse