

*Working together is success.*  
— Henry Ford



## Town of Auburn, NH Goal Setting Summary

December 13, 2018



Promoting Excellence in the Public Sector



## Purpose and Intended Result of the Session

The purpose of the session is for the Board of Selectmen and Town Administrator to come together and work collectively to establish goals and strategies that will help guide the Town over the next twelve (12) months.

## Participants

James Headd - Chair

Richard Eaton

Keith Leclair

Bill Herman - Town Administrator

*The exercise was facilitated by:*

Rick Alpers, Risk Management Consultant, Primex<sup>3</sup>

Shelley Walts, Member Service Consultant, Primex<sup>3</sup>

## 2018 Discussion / Review

The session began with the Board and Town Administrator reviewing 2018 goals, accomplishments and continued action on goals.

## 2018 Goals

### Goal #1 - Economic Growth

- Re-authorize Auburn Development Authority with a focus of:
  - ✓ Develop innovative ideas and practices to expand Commercial Development in and around Town. **Town Administrator to bring charge by June 1, 2018**  
*Not put into action at this time. Waiting on Water and Sewer development in this part of town*
- Projects to include:
  - ✓ South end water development. **Report from an Engineer by July 1, 2018 if possible**  
*Report was completed but comes with an expensive price tag*  
*New Developer may offer a partnership with the Town on developing the necessary utilities*
  - ✓ Exit 2 development of gas and water lines  
*Gas line proposal is moving forward at this time*
  - ✓ Encourage development of the school property along Exit 2  
*Zoning Amendment was turned down by voters*
- Develop and promote a positive economic development culture for Auburn

## Goal #2 - Study and examine the future of the Parks and Recreation Department

- It needs to be determined if the department should remain predominately volunteer driven or should it become a formal town department with further oversight from town staff.
- A conversation with the community has been proposed to help the Town Administrator and Board of Selectmen determine the proper path for the department. This conversation would be similar to the one the community completed this past June regarding the AVS building project which by many measures was a successful model. **Completed by June 30, 2018.**

*Facilitation was provided by Primex<sup>3</sup>. Additional authority has been given to the Recreation Coordinator, who has been provided budgeting and purchasing responsibility, as well as supervision for part-time employees. A Recreation Revolving Fund was passed in March of 2018. This Goal is moving forward in a positive way and will continue to be examined and evaluated.*

## Goal #3 - Construction of new Town-owned storage building

- Meeting with the Budget Committee January 11, 2018 to discuss project
- The Board and interested parties will continue to work on the details of the project. The final proposal will be presented to the voters at the 2019 Deliberative Session and subsequent ballot vote in March.

*Continues to be a work in progress. Storage building was not put on ballot, however a trailer was purchased for movement of Parks and Recreation equipment, and a truck is included in the FY 2019 Budget.*

*The renovation of the Police Department continues to be reviewed for additional needed storage. A separate storage building has been pushed back to 2021/22.*

## Goal #4 - Redesign of Town wide budget process

### Update:

- The Town Administrator will bring examples to the Board of Selectmen **by March 2018**

*The Town Administrator and Finance Director provided the entire Budget to the Board of Selectmen two months ahead of schedule. Once the Board reviewed the entire budget they were then able to look at each Department to see what larger cost items were being requested. The Budget Committee felt it was helpful to see the full picture before Department level reporting.*

## 2019 Goals

The Board of Selectmen jointly discussed Goals for the upcoming twelve months and agreed on the following:

### Goal #1 Development of the south end of Auburn

- Water line cost

- ✓ Reputable Developer has approached the Planning Board
- ✓ Enter into discussions with Developer through an invite to the Planning Board in hopes of bringing water lines to the South end.  
**Projected meeting date February/March 2019**

- Amend Zoning of Property
  - ✓ To accommodate development
  - ✓ Cluster zoning to accommodate Senior Housing
  - ✓ Recraft original Amendment - **September 30, 2019**
- Re-authorize Auburn Development Authority with a focus of:
  - ✓ Develop innovative ideas and practices to expand commercial development in and around Town.
  - ✓ Appoint new members
  - ✓ **Projected date to finalize change and appoint members May/June 2019**

**Goal #2** Research renovation for the Police Department and storage plan for Parks and Recreation

- Committee is formed and researching Police Department renovation, but is also looking at Parks and Recreation fitting in to the plan
  - ✓ Renovation/Addition to current building 2020
- MRI Police study is 95% implemented
- Parks and Recreation will likely be a separate structure but on the same location
- Architect proposal in process
- Planning for design and funding strategy in 2019
- Potential for Parks and Recreation to occupy and store equipment in a building provided my Manchester Water Works- the Severance School building
  - ✓ Possibility of a Community Room
  - ✓ Storage

**Being presented to the Board of Selectmen December 17, 2018**

**Goal #3** Exploration of digitizing of Town Records

- Have all Town-owned records assessed and obtain estimates on cost - **Fall of 2019**

## In Closing

Once again it was an honor for Shelley and I to assist you all in this important annual endeavor. Primex<sup>3</sup> appreciates the opportunity to provide assistance to members with goal setting, and help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how “good management is good risk management.”

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