

Working together is success.

— Henry Ford



Town of Auburn, NH Goal Setting Summary

January 16, 2020



Promoting Excellence in the Public Sector

Purpose and Intended Result of the Session

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

Participants

Richard Eaton - Board Chair

Keith Leclair

Todd Bedard

Bill Herman - Town Administrator

The exercise was facilitated by:

Rick Alpers, Risk Management Consultant, Primex³

Shelley Walts, Member Service Consultant, Primex³

2019 Discussion / Review

The session began with the Board and Town Administrator reviewing 2019 goals, accomplishments and continued action on goals.

2019 Goals

Goal #1 - Development of the South End of Auburn

- Water line installation cost - *very high costs - no movement on this at this time*
- Reputable Developer has approached the Planning Board
- Enter into discussions with a Developer through an invite to the Planning Board in hopes of bringing water lines to the South end
Projected meeting date February/March 2019

Planning Board has met with a few developers that are interested in developing a 55+ complex

- Amend Zoning in the South End
 - ✓ To accommodate development
 - ✓ Cluster zoning to accommodate Senior Housing
 - ✓ Recraft original Amendment- September 30, 2019

Warrant article going forward March 2020 for Senior Housing Zoning

- 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

Re-authorization did not occur as the Planning Board is actively working on the Senior Housing

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

Police Department renovations are complete, along with additional storage

- 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

An article is on the 2020 warrant to fund a storage building for the Parks & Rec Dept.

- Potential for Parks and Recreation to occupy and store equipment in a building provided by Manchester Water Works-the Severance School Building
 - ✓ Possibility of a Community Room
 - ✓ Storage

Being presented to the Board of Selectmen December 17, 2018

No movement with the Manchester Water Works, but the option is still on the table

Goal #3 - Exploration of Digitizing of Town Records

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

Have researched this and talked with a company on potential cost estimate for outsourcing the scanning to digitize documents - ready to go out for bid Summer 2020.

General Topics for Discussion in 2020

Each Board member and the Town Administrator identified their individual 2-3 priorities for the Town of Auburn to focus on in 2020.

Todd Bedard

1. Library expansion discussion with possible Community Center being part of the project.
2. Further explore Manchester Water Works building as a possible Community Center
3. Auburn based road race to highlight the Town of Auburn

Rick Eaton

1. Storage building for Parks and Recreation
2. Try to purchase a parcel or two of land across from school to utilize as parking and Library expansion - provides great access for students for ability to cross street to reach Library
3. Schedule a meeting with Manchester Water Works to discuss the following items:
 - ✓ Severance School
 - ✓ Intersection of Depot/Hooksett Roads
 - ✓ Negotiate for additional land for the cemetery
 - ✓ Easement at Safety Complex for MWW
 - ✓ Clean up and clearly define easements throughout the Town

Start negotiations in 2020

Keith Leclair

1. Continue discussion on Pingree Hill Fire Station
 - ✓ Start project - prioritize needs
2. Work with Developers to get the 55+ project moving-will add needed revenue
3. Begin planning the 175th Anniversary of the Town of Auburn
 - ✓ Put Committee together
 - ✓ Get ideas from other Communities
4. LED lights- change over street lights

Bill Herman

1. Library / Community Center
 - a. Timeline for 2020 planning
 - b. Work with Library Trustees
 - c. Hold forum with Library Trustees and citizens in the Fall 2020
 - d. What is possible with Building?
 - e. Parking and traffic flow
2. Build a Parks and Recreation storage garage
3. Long-term Building maintenance plan needed
 - a. Possibly a position/Facility Manager/Potential PT position or contracted service
4. Digitize records

2020 Goals

Goal #1 Completion of Storage Garage for Parks and Recreation

- On 2020 Warrant for funding

Goal #2 Library Expansion/Community Center

- Develop partnership with Trustees to formulate a plan for the project
Trustees working on timeline – Board of Selectmen will be briefed by May 2020
- Begin discussions with Trustees and School Board to look at various parcels of land to purchase to utilize for parking and expansion
Discuss with the School Board at the regularly scheduled quarterly meeting in May 2020
- Trustees to hold Community Forum in Fall 2020
Trustees will survey citizens and hold focus groups in 2020
- Evaluate current library property and building to determine development and expansion potential
Budgeted for 2020 – Anticipated completion by Fall 2020

Goal #3 Building Maintenance

- Formulate a Town-wide Building maintenance plan and determine if a maintenance position is needed
Summer 2020
- Begin renovations and improvements to Pingree Hill Fire Station and insulation of Safety Complex to be funded out of the Building Maintenance Fund.
This can begin in Spring 2020

Goal #4 Meet with Manchester Water Works to discuss the following items:

- Severance School- Community Center
- Intersection of Depot/Hooksett Roads
- Negotiate land for Cemetery
- Easement needed for Safety Complex
- Clean up easements throughout the Town

To meet with MWW April/May 2020

Goal #5 Work with Developers to promote a 55+ housing complex in the South End.

- Planning Board to facilitate

In Closing

Once again it was an honor for Shelley and I to assist you all in this important annual endeavor. Primex³ 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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