



Town of Auburn Board of Selectmen

Meeting Agenda
September 8, 2023
Town Hall 7:00 PM

- I. Call to Order – Pledge of Allegiance**
- II. Public Comments**
- III. Appointments with the Board**

- IV. Consent Agenda**
- V. New Business**
 - A. Audit review
 - B. Highway planning
- VI. Old Business**
- VII. Committee Reports**
- VIII. Minutes**
 - A. August 21, 2023
- IX. Adjourn**

Agenda items are subject to change. Any person with a disability who wishes to attend and needs to be provided with reasonable accommodations in order to participate is asked to contact the town office at 603.483.5052 so that arrangements can be made.



Town of Auburn

Chris Sterndale, Town Administrator
PO Box 309, Auburn, NH 03032
(603) 483-5052
townadmin@townofauburnnh.com

To: Select Board
Date: 31 Aug 23
Re: 2022 Audit

Board Members:

The completed financial statements and final audit report for 2022 are attached, along with management and governance letters. There are no surprises and generally good news. I think you will find these items of the most interest:

1. The number of greatest interest within the financial statements themselves is likely the Unassigned Fund Balance. These funds, available to you for tax rate setting in October or for appropriation in March, are about \$500,000 greater than a year ago. This is due to three primary factors from 2022: unspent budget funds; the school land sale windfall; and greater-than-expected tax and motor vehicle revenues. When school district reports are submitted we will know the percentage that DRA uses to recommend use of the funds.
2. The 'Management Letter' notes again the decision by the town to not fully implement GASB 75, which would require another, independent, assessment of the effect of including retirees in the health insurance pool. The Board last decided in 2018 that the extra cost (then \$3,500) was not worth it for a 'clean' opinion from auditors. We may wish to revisit this for 2024 if a bond issue is anticipated in 2025.
3. A reported "corrected misstatement," relates to the combination of interest earnings from escrow accounts in the general ledger. All the underlying data is correct and available, and the auditors have been inconsistent in their treatment of this item for the past couple of years. Nonetheless, Mimi has determined how to appease the auditors with this item going forward.
4. A side letter, intended more for the board than for publication, identifies two concerns with internal controls:
 - First, the documentation of employee pay rates, was noted in last year's audit as well. Auditors recommend every employee signs a sheet of paper acknowledging their pay rate. The step & COLA process and the constant flux of part-time fire personnel make this challenging, but we're chipping away at it.
 - Second, a new note from auditors calling attention to highway-related purchasing practices; namely the lack of competitive bidding and transactions with 'related parties.' We have discussed this exposure and I expect to make it a priority with the new structure of highway management next year.

Overall, the audit and letters present a positive review of our financial reporting. If bond financing becomes required there may be some small additional steps to take in the next two years. If you would like to discuss the financials or the audit report with Mimi Friolet or with Vachon Clukay & Co directly, please let me know.

TOWN OF AUBURN, NEW HAMPSHIRE
Financial Statements
December 31, 2022
and
Independent Auditor's Report

**TOWN OF AUBURN, NEW HAMPSHIRE
FINANCIAL STATEMENTS
December 31, 2022**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Selectmen
Town of Auburn, New Hampshire

Adverse and Unmodified Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town of Auburn, New Hampshire's basic financial statements as listed in the table of contents.

Summary of Opinions:

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Adverse
General Fund	Unmodified
Conservation Fund	Unmodified
Aggregate Remaining Fund Information	Unmodified

Adverse Opinion on Governmental Activities

In our opinion, because of the significance of the matters discussed in the Basis for Adverse and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the financial position of the governmental activities of the Town of Auburn, New Hampshire, as of December 31, 2022, or the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions on Each Major Fund and Aggregate Remaining Fund Information

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of the Town of Auburn, New Hampshire, as of December 31, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Auburn, New Hampshire, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to Adverse Opinion on Governmental Activities

As discussed in Note 2 to the financial statements, management has not recorded a liability, deferred outflows of resources, or deferred inflows of resources for the Town's single employer other post-employment benefits plan in governmental activities and, accordingly, has not recorded an expense for the current period change in that liability. Accounting principles generally accepted in the United States of America require that other postemployment benefits attributable to employee services already rendered and that are not contingent on a specific event that is outside the control of the employer and employee be accrued as liabilities and expenses as employees earn the rights to the benefits, which would increase the liabilities, deferred outflows of resources, deferred inflows of resources, reduce the net position, and change the expenses of the governmental activities. The amount by which this departure would affect the liabilities, deferred outflows of resources, deferred inflows of resources, net position, and expenses of the governmental activities is not reasonably determinable.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Auburn, New Hampshire's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Auburn, New Hampshire's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Auburn, New Hampshire's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the Town's proportionate share of the net OPEB liability, schedule of Town OPEB contributions, schedule of changes in the Town's proportionate share of the net pension liability, and schedule of Town pension contributions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Auburn, New Hampshire's basic financial statements. The combining nonmajor governmental fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor governmental fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Vachon Clukay & Company PC

Manchester, New Hampshire
August 22, 2023

Management's Discussion and Analysis

This narrative is provided as an overview and analysis of the financial activities of the Town of Auburn for the year ended December 31, 2022. It should be considered in conjunction with the Town's financial statements and footnotes following this section. The accompanying financial statements have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Financial Highlights

- The assets of the Town of Auburn exceed its liabilities at December 31, 2022 by **\$14,897,289** (net position). The change in net position represents a 3.7% **increase** from the prior year's net position of **\$14,365,957**. The amount of Auburn's net pension liability for 2022 is **\$3,240,315** which is **0.0565%** of the total of the New Hampshire Retirement Systems net pension liability. This liability increased by **\$627,205** which equates to a **24.0%** increase to the Town's net pension liability. Additionally, this is the Town's fifth year reporting its net OPEB liability (GASB Statement #75). The amount of Auburn's net OPEB liability is **\$253,830**, which is **0.0672%** of the total New Hampshire Retirement Systems net OPEB liability. Some of the changes in net pension liability and OPEB liability can be explained by legislative changes and return on the investments of the NHRS which are outside the control of Town management.
- As of the close of the current reporting year, the Town of Auburn reported a general fund balance of **\$4,586,015** which includes **\$103,352 in nonspendable**, **\$315,076 in restricted**, **\$346,306 in committed**, **\$370,478 in assigned** and **\$3,450,803 in unassigned fund balance**. General fund total expenditures for 2022 were **\$6,084,855**. There was an increase of **\$829,533** in the general fund balance from December 31, 2021 to December 31, 2022.
- The Town of Auburn financed purchase obligations at year end were **\$46,386**. This shows a net decrease of the Town's financed purchase obligations by **\$44,627** from the prior year. This decrease is due to scheduled payments on prior financed purchase obligations for fire and police vehicles.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the financial statements of the Town of Auburn, which are comprised of three components:

- A. Government-wide financial statements
- B. Fund financial statements
- C. Notes to the financial statements

This report also contains required and other supplementary information in addition to the basic financial statements.

- A. The **government-wide financial statements** are designed to provide the readers with a broad overview of the financial position of the Town of Auburn. They are similar to private sector financial statements and include the following:
 1. A *statement of net position* shows the Town's assets and deferred outflows of resources less its liabilities and deferred inflows of resources as of the end of the current reporting year. The difference is reported as net position. Over a period of time, this report is useful in determining whether or not the Town's financial position is improving or declining. Assets and liabilities are generally measured using current values with one major exception being capital assets, which are reported at historical cost less accumulated depreciation.
 2. A *statement of activities* shows how the Town's net position changed during the current reporting year. The statement includes all underlying events throughout the year, regardless of whether or not the Town's cash flow is influenced. In other words, revenues that are earned but not collected and expenses

that are incurred but not yet paid are reported in this statement and are presented in the form of receivables and payables as of the end of the current reporting year.

The governmental activities reported in the financials for the Town of Auburn include general government, public safety, highways and streets, health, welfare, culture and recreation, conservation, and economic development.

- B. **Fund financial statements:** A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Town of Auburn can be divided into two categories: governmental and fiduciary.

Governmental funds: Governmental funds essentially account for the same functions reported in the government-wide statement of activities. Unlike the government-wide financial statements however, the governmental fund financial statements focus on near-term inflows and outflows. Governmental funds state the balance of expendable resources available at the end of the reporting year. The governmental fund financial statements give a closer view than the government-wide financial statements and may be useful in evaluating the Town's near-term financing requirements and available resources.

In comparing functions between the two sets of statements, readers may better understand the long-term impact of the Town's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation that can be used to facilitate a comparison between governmental funds and governmental activities of the whole government.

The Town of Auburn maintains five individual governmental funds. The operations of each fund are accounted for separately and are comprised of assets, liabilities, fund equity, revenues and expenditures. The various funds are reported by major fund, with the non-major funds being aggregated into a single column. Combining statements are presented later on in the report as supplementary information to show the aggregate of these funds. The basic governmental fund financial statements can be found on page 3 – 6 of this report.

An annual appropriated budget is adopted each year for the general fund. The budget to actual statement of revenues, expenditures and changes in fund balance for the general fund is included as required supplementary information on page 29.

Fiduciary Funds: Fiduciary funds are used to account for resources held or established under an agreement for the benefit of outside parties. The basic fiduciary fund financial statement can be found on pages 7-8 of this report.

- C. **Notes to the financial statements:** The notes are intended to provide additional information that is essential in order for the reader to fully understand the data that is provided in both the governmental-wide financial statements and fund financial statements.

Government-wide Financial Analysis

As previously pointed out, the statement of net position report is useful in determining whether or not the Town's financial position is improving or declining. As also noted in the Financial Highlights section of this report, the Town of Auburn reported net position of **\$14,897,289** at the close of the report year ended December 31, 2022.

Of this amount, **82.7%** represents the Town's net investment in capital assets (land, building, machinery and equipment); less any related outstanding debt used to acquire them. While these capital assets are used to provide services to the citizens of Auburn, it is important to note that these assets are not available for future spending. Although the Town's capital assets are reported net of related debt, the resources needed to satisfy such debt must be provided from other sources, as the capital assets themselves cannot be used to liquidate these liabilities.

Less than **3%** of the Town's net position represent resources that are restricted in use, and **\$2,108,407** (or **14.2%**) are in unrestricted net position that may be used to meet the on-going obligations to Auburn citizens and creditors.

At the year ended December 31, 2022, the Town of Auburn is able to report:

**Town of Auburn
Table 1 Statement of Net Position**

	<u>2022</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Current assets ***	\$ 6,604,299	\$ 5,579,236	\$ 1,025,063	18.4%
Capital assets, net	12,372,384	12,772,132	(399,748)	-3.1%
Total Assets	<u>18,976,683</u>	<u>18,351,368</u>	<u>625,315</u>	<u>3.4%</u>
Deferred Outflows of Resources	<u>651,295</u>	<u>727,844</u>	<u>(76,549)</u>	<u>-10.5%</u>
Long-term liabilities	4,277,852	3,516,698	761,154	21.6%
Other liabilities ***	213,193	241,222	(28,029)	-11.6%
Total Liabilities	<u>4,491,045</u>	<u>3,757,920</u>	<u>733,125</u>	<u>19.5%</u>
Deferred Inflows of Resources	<u>239,644</u>	<u>955,335</u>	<u>(715,691)</u>	<u>-74.9%</u>
Net Position:				
Net investment in capital assets	12,325,998	12,681,119	(355,121)	-2.8%
Restricted	462,884	208,646	254,238	121.9%
Unrestricted	2,108,407	1,476,192	632,215	42.8%
Total Net Position	\$ <u>14,897,289</u>	\$ <u>14,365,957</u>	\$ <u>531,332</u>	<u>3.7%</u>

During year 2022, the Town's net position increased by \$531,332 (3.7%).

Town of Auburn
Table 2 Statement of Activities

	<u>2022</u>	<u>2021</u>	<u>Change</u>
Revenues:			
Program revenues:			
Charges for services	\$ 261,932	\$ 118,557	\$ 143,375
Operating grants and contributions	594,427	217,383	377,044
Capital grants and contributions	-	45,622	
General revenues:			
Taxes	3,334,727	3,152,222	182,505
Licenses and permits	2,148,400	2,062,036	86,364
Intergovernmental	529,237	419,832	109,405
Interest and investment earnings	56,371	6,392	49,979
Miscellaneous	244,010	97,965	146,045
Total Revenues	<u>7,169,104</u>	<u>6,120,009</u>	<u>1,094,717</u>
Program Expenses:			
General government	1,519,146	1,292,205	226,941
Public safety	2,388,781	2,116,617	272,164
Highways and streets	2,193,735	1,545,977	647,758
Sanitation	51,599	28,446	23,153
Health and welfare	39,711	29,046	10,665
Culture and recreation	441,365	416,518	24,847
Conservation	923	2,517	(1,594)
Interest and fiscal charges	2,512	5,047	(2,535)
Total Expenses	<u>6,637,772</u>	<u>5,436,373</u>	<u>1,201,399</u>
Excess before gain on disposal of capital assets	531,332	683,636	(106,682)
Gain on disposal of capital assets	-	4,555	(4,555)
Change in net position	531,332	688,191	\$ (111,237)
Net Position - beginning of the year	14,365,957	13,677,766	
Net Position - end of year	<u>\$ 14,897,289</u>	<u>\$ 14,365,957</u>	

Financial Analysis of Governmental Funds

The general fund is the central operating fund of the Town of Auburn. The focus of Auburn's governmental funds is to provide information on inflows, outflows and balances of expendable resources available for Town operations and services at the end of each reporting year.

At the end of the current reporting year, Auburn's governmental funds reported a combined ending fund balance of **\$5,976,066**. Of this combined fund balance, **3.4% (\$202,974)** is nonspendable, **6.1% (\$363,262)** is restricted, **26.6% (\$1,588,549)** is committed, and **6.2% (\$370,478)** is assigned, with a remaining balance of **57.7% (\$3,450,803)** is unassigned fund balance at year end.

As a measure of the general fund's liquidity, it may be useful to compare the unassigned fund balance to the total fund expenditures. The general fund expenditures and other financing uses for this reporting year totaled **\$6,084,855**. The general fund unassigned fund balance was **\$3,450,803** which represents **56.7%** of the total expenditures and other financing uses in the current year.

General Fund Budgetary Highlights

In the current reporting year, the Town of Auburn's general fund had a favorable variance in the estimated governmental activity revenue versus actual in the amount of **\$433,191 6.8%** more than estimated revenues. The largest contributing factor being intergovernmental revenues related to coronavirus relief funds provided by the federal government and passed through the State of NH and proceeds received for the sale of town property.

The Town of Auburn's general fund had a favorable variance in appropriations versus actual expenditures in the amount of **\$405,078** or **6.5%** of appropriations. Most departments contributed to this favorable variance by keeping expenditures under appropriations as a result of conservative spending efforts.

Capital Asset and Debt Administration

The Town of Auburn's capital assets for its governmental type activities net of accumulated depreciation as of December 31, 2022 was **\$12,372,384**, a decrease of **\$399,748** over the prior year, representing the net difference between current year capital additions and acquisitions of \$383,370 and depreciation on existing capital assets of \$783,118.

At the end of the current reporting year, the Town of Auburn had **\$4,277,852** in long-term liabilities. Of this amount, financed purchase obligations for the purchase of fire and police vehicles totaled **\$46,386**, additionally, **\$234,000** is for landfill closure and post closure cost, **\$144,527** is for accrued vacation time, **\$3,240,315** is for the net pension liability, and **\$253,830** is the liability for OPEB.

Economic Factors and Next Year's Budget and Tax Rates

When creating the budget from year to year, the Town of Auburn's primary objective is to provide quality services to its citizens, at the same time attempting to keep the tax rate stable.

The Town of Auburn continues to be financially strong and again has seen growth in net property values. Net property values for 2022 are \$894,147,708 which is an increase of \$8,123,578 or 0.9% from the prior year.

The Town still remains in non-compliance with reporting on the Town's single employer OPEB obligations, which is the implied amount of potential rate increases for current employee health insurance for allowing retirees to remain on the Town health care coverage. The amount not reported in the financial statements is still believed to be minimal, as the Town does not pay towards retiree health insurance cost and only two retirees on health care coverage. As the Town grows, this may not always be the true.

Additional Financial Information

The purpose of the financial report is to provide a general overview to all those who have an interest in the Town of Auburn's finances. Questions concerning any of the information provided within this report or requests for additional information can be addressed to the Finance Director, Town of Auburn, PO Box 309, Auburn, NH 03032.

EXHIBIT A
TOWN OF AUBURN, NEW HAMPSHIRE
Statement of Net Position
December 31, 2022

	Governmental Activities
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 4,347,838
Investments	2,035,196
Taxes receivable, net	86,324
Accounts receivable	31,589
Prepaid items	<u>103,352</u>
Total Current Assets	<u>6,604,299</u>
Noncurrent Assets:	
Capital assets:	
Non-depreciable capital assets	2,322,465
Depreciable capital assets, net	<u>10,049,919</u>
Total Noncurrent Assets	<u>12,372,384</u>
Total Assets	<u>18,976,683</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to OPEB	15,683
Deferred outflows of resources related to pension	<u>635,612</u>
Total Deferred Outflows of Resources	<u>651,295</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	111,647
Accrued liabilities	101,546
Advances from grantors	358,794
Current portion of financed purchase obligation payable	46,386
Current portion of estimated liability for landfill postclosure care costs	<u>11,700</u>
Total Current Liabilities	<u>630,073</u>
Noncurrent Liabilities:	
Compensated absences payable	144,527
OPEB liability	253,830
Net pension liability	3,240,315
Estimated liability for landfill postclosure care costs	<u>222,300</u>
Total Noncurrent Liabilities	<u>3,860,972</u>
Total Liabilities	<u>4,491,045</u>
DEFERRED INFLOWS OF RESOURCES	
Property taxes collected in advance	8,704
Deferred inflows of resources related to pension	<u>230,940</u>
Total Deferred Inflows of Resources	<u>239,644</u>
NET POSITION	
Net investment in capital assets	12,325,998
Restricted	462,884
Unrestricted	<u>2,108,407</u>
Total Net Position	<u>\$ 14,897,289</u>

See accompanying notes to the basic financial statements

EXHIBIT B
TOWN OF AUBURN, NEW HAMPSHIRE
Statement of Activities
For the Year Ended December 31, 2022

Functions/Programs	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:				
General government	\$ 1,519,146	\$ 22,154	\$ 130,746	\$ (1,366,246)
Public safety	2,388,781	184,249	51,890	(2,152,642)
Highways and streets	2,193,735		411,791	(1,781,944)
Sanitation	51,599			(51,599)
Health and welfare	39,711			(39,711)
Culture and recreation	441,365	55,529		(385,836)
Conservation	923			(923)
Interest and fiscal charges	2,512			(2,512)
Total governmental activities	<u>\$ 6,637,772</u>	<u>\$ 261,932</u>	<u>\$ 594,427</u>	<u>(5,781,413)</u>
General revenues:				
Property and other taxes				3,334,727
Licenses and permits				2,148,400
Grants and contributions:				
Rooms and meals tax distribution				529,237
Interest and investment earnings				56,371
Miscellaneous				244,010
Total general revenues				<u>6,312,745</u>
Change in net position				531,332
Net Position at beginning of year				<u>14,365,957</u>
Net Position at end of year				<u>\$ 14,897,289</u>

See accompanying notes to the basic financial statements

EXHIBIT C
TOWN OF AUBURN, NEW HAMPSHIRE
Balance Sheet
Governmental Funds
December 31, 2022

	General Fund	Conservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 3,478,793	\$ 721,237	\$ 147,808	\$ 4,347,838
Investments	2,035,196			2,035,196
Taxes receivable, net	86,324			86,324
Accounts receivable			31,589	31,589
Due from other funds		310,910	178,507	489,417
Prepaid items	<u>103,352</u>			<u>103,352</u>
Total Assets	<u>5,703,665</u>	<u>1,032,147</u>	<u>357,904</u>	<u>7,093,716</u>
DEFERRED OUTFLOWS OF RESOURCES				
Total Deferred Outflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 5,703,665</u>	<u>\$ 1,032,147</u>	<u>\$ 357,904</u>	<u>\$ 7,093,716</u>
LIABILITIES				
Accounts payable	\$ 111,647			\$ 111,647
Accrued liabilities	100,429			100,429
Due to other funds	489,417			489,417
Advances from grantors	<u>358,794</u>			<u>358,794</u>
Total Liabilities	<u>1,060,287</u>	<u>\$ -</u>	<u>\$ -</u>	<u>1,060,287</u>
DEFERRED INFLOWS OF RESOURCES				
Uncollected property taxes	34,915			34,915
Property taxes collected in advance	8,704			8,704
Uncollected betterment taxes	<u>13,744</u>			<u>13,744</u>
Total Deferred Inflows of Resources	<u>57,363</u>	<u>-</u>	<u>-</u>	<u>57,363</u>
FUND BALANCES				
Nonspendable	103,352		99,622	202,974
Restricted	315,076		48,186	363,262
Committed	346,306	1,032,147	210,096	1,588,549
Assigned	370,478			370,478
Unassigned	<u>3,450,803</u>			<u>3,450,803</u>
Total Fund Balances	<u>4,586,015</u>	<u>1,032,147</u>	<u>357,904</u>	<u>5,976,066</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 5,703,665</u>	<u>\$ 1,032,147</u>	<u>\$ 357,904</u>	<u>\$ 7,093,716</u>

See accompanying notes to the basic financial statements

EXHIBIT C-1
TOWN OF AUBURN, NEW HAMPSHIRE
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
December 31, 2022

Total Fund Balances - Governmental Funds (Exhibit C)	\$ 5,976,066
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	12,372,384
Taxes are recognized on an accrual basis in the statement of net position, not the modified accrual basis.	34,915
Betterment tax assessments not available to pay for current period expenditures are reported as deferred inflows of resources in the governmental funds.	13,744
Deferred outflows of resources and deferred inflows of resources that do not require or provide the use of current financial resources are not reported within the funds.	
Deferred outflows of resources related to OPEB liability	15,683
Deferred outflows of resources related to net pension liability	635,612
Deferred inflows of resources related to net pension liability	(230,940)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Long-term liabilities at year end consist of:	
Financed purchase obligation payable	(46,386)
Accrued interest on long-term obligations	(1,117)
Compensated absences payable	(144,527)
OPEB liability	(253,830)
Net pension liability	(3,240,315)
Estimated liability for landfill postclosure care costs	<u>(234,000)</u>
Net Position of Governmental Activities (Exhibit A)	<u>\$ 14,897,289</u>

See accompanying notes to the basic financial statements

EXHIBIT D
TOWN OF AUBURN, NEW HAMPSHIRE
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2022

	General <u>Fund</u>	Conservation <u>Fund</u>	Nonmajor Governmental <u>Funds</u>	Total Governmental <u>Funds</u>
Revenues:				
Taxes	\$ 3,295,360	\$ 53,060		\$ 3,348,420
Licenses and permits	2,148,400			2,148,400
Intergovernmental	1,123,664			1,123,664
Charges for services	49,823		\$ 212,109	261,932
Interest and investment income	53,131	2,119	1,121	56,371
Miscellaneous	244,010			244,010
Total Revenues	<u>6,914,388</u>	<u>55,179</u>	<u>213,230</u>	<u>7,182,797</u>
Expenditures:				
Current operations:				
General government	1,566,962			1,566,962
Public safety	2,238,717		148,954	2,387,671
Highways and streets	1,217,853			1,217,853
Sanitation	17,599			17,599
Health and welfare	39,711			39,711
Culture and recreation	317,696		38,477	356,173
Conservation	923			923
Capital outlay	637,181			637,181
Debt service:				
Principal retirement	48,213			48,213
Total Expenditures	<u>6,084,855</u>	<u>-</u>	<u>187,431</u>	<u>6,272,286</u>
Net change in fund balances	829,533	55,179	25,799	910,511
Fund Balances at beginning of year	<u>3,756,482</u>	<u>976,968</u>	<u>332,105</u>	<u>5,065,555</u>
Fund Balances at end of year	<u>\$ 4,586,015</u>	<u>\$ 1,032,147</u>	<u>\$ 357,904</u>	<u>\$ 5,976,066</u>

See accompanying notes to the basic financial statements

EXHIBIT D-1
TOWN OF AUBURN, NEW HAMPSHIRE
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended December 31, 2022

Net Change in Fund Balances - Governmental Funds (Exhibit D)	\$ 910,511
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. Capital outlay and depreciation expense in the current year are as follows:	
Capital outlay	383,370
Depreciation expense	(783,118)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	(13,693)
Repayment of principal on long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	44,627
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds, an interest expenditure is reported when due.	1,074
Some expenses reported in the statement of activities, such as compensated absences and estimated landfill postclosure care costs, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.	
Compensated absences	1,565
Estimated landfill postclosure care costs	(34,000)
Governmental funds report OPEB and pension contributions as expenditures. However, in the statement of activities, OPEB and pension expense reflects the change in the OPEB liability and net pension liability and related deferred outflows and inflows of resources, and does not require the use of current financial resources. This is the amount by which OPEB and pension expense differed from OPEB and pension contributions in the current period.	
Net changes in OPEB	20,421
Net changes in pension	<u>575</u>
Change in Net Position of Governmental Activities (Exhibit B)	<u>\$ 531,332</u>

See accompanying notes to the basic financial statements

EXHIBIT E
TOWN OF AUBURN, NEW HAMPSHIRE
Statement of Fiduciary Net Position
Fiduciary Funds
December 31, 2022

	Private- Purpose <u>Trust Funds</u>	Custodial <u>Funds</u>
ASSETS		
Cash and cash equivalents	\$ 19,113	\$ 6,293,239
Taxes receivable		<u>178,622</u>
Total Assets	<u>19,113</u>	<u>6,471,861</u>
LIABILITIES		
Due to other governments		<u>5,035,988</u>
Total Liabilities	<u>-</u>	<u>5,035,988</u>
NET POSITION		
Restricted for:		
Individuals and other governments	<u>19,113</u>	<u>1,435,873</u>
Total Net Position	<u>\$ 19,113</u>	<u>\$ 1,435,873</u>

See accompanying notes to the basic financial statements

EXHIBIT F
TOWN OF AUBURN, NEW HAMPSHIRE
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the Year Ended December 31, 2022

	Private- Purpose <u>Trust Funds</u>	Custodial <u>Funds</u>
ADDITIONS:		
Investment earnings:		
Interest income	\$ 145	\$ 9,334
Total Investment earnings	<u>145</u>	<u>9,334</u>
Property tax collections for other governments		12,846,661
Motor vehicle fee collections for other governments		532,835
Miscellaneous		1,012,169
Total Additions	<u>145</u>	<u>14,400,999</u>
DEDUCTIONS:		
Beneficiary payments to individuals	1,000	92,857
Payments of property tax to other governments		12,846,661
Payments of motor vehicle fees to other governments		532,835
Total Deductions	<u>1,000</u>	<u>13,472,353</u>
Change in net position	(855)	928,646
Net Position at the beginning of year	<u>19,968</u>	<u>507,227</u>
Net Position at the end of year	<u>\$ 19,113</u>	<u>\$ 1,435,873</u>

See accompanying notes to the basic financial statements

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS
For the Year Ended December 31, 2022

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Town of Auburn, New Hampshire conform to accounting policies generally accepted in the United States of America for local governmental units, except as indicated hereinafter. The following is a summary of significant accounting policies.

Financial Reporting Entity

The Town of Auburn, New Hampshire (the Town) was incorporated in 1845. The Town operates under the Town Meeting/Board of Selectmen form of government and performs local governmental functions authorized by State law.

The financial statements include those of the various departments governed by the Board of Selectmen and other officials with financial responsibility. The Town has no other separate organizational units, which meet criteria for inclusion in the financial statements as defined by the Governmental Accounting Standards Board (GASB).

Basis of Presentation

The Town's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

1. Government-Wide Financial Statements:

The statement of net position and statement of activities display information about the Town as a whole. These statements include the financial activities of the primary government, except for fiduciary funds.

The statement of net position presents the financial condition of the governmental activities of the Town at year end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the Town's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the Town. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Town.

2. Fund Financial Statements:

During the year, the Town segregates transactions related to certain Town functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Town at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The fiduciary funds are reported by type.

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Fund Accounting

The Town uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The Town employs the use of two categories of funds: governmental and fiduciary.

1. Governmental Funds:

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and deferred outflows of resources, and liabilities and deferred inflows of resources, is reported as fund balance. The following are the Town's major governmental funds:

The *General Fund* is the main operating fund of the Town and is used to account for all financial resources except those required to be accounted for in another fund.

The *Conservation Fund* is used to account for financial resources associated with conservation efforts of the Town.

2. Fiduciary Funds:

Fiduciary fund reporting focuses on net position and changes in net position. The fiduciary fund category is split into two classifications: private-purpose trust funds and custodial funds. Trust funds are used to account for assets held by the Town under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the Town's own programs. The Town maintains private-purpose trust funds which account for monies designated to benefit individuals within the Town. Custodial funds are used to account for amounts collected by the Town and remitted to other individuals or governments. These assets are therefore not available to support the Town's own programs. The Town's custodial funds account for the property taxes collected on behalf of the Auburn School District and Rockingham County, motor vehicle fees collected on behalf of the State of New Hampshire, and the capital reserve funds of the Auburn School District, which are held by the Town as required by State law. Other custodial funds consist of developer's performance deposits.

Measurement Focus

1. Government-Wide Financial Statements:

The government-wide financial statements are prepared using the economic resources measurement focus. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operation of the Town are included on the Statement of Net Position.

2. Fund Financial Statements:

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

deferred inflows of resources generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

The fiduciary funds are reported using the economic resources measurement focus.

Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue and in the presentation of expenses versus expenditures.

1. Revenues – Exchange and Non-exchange Transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. Available means that the resources will be collected within the current year, or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the Town, available means expected to be received within sixty days of year end.

Non-exchange transactions, in which the Town receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the taxes are levied (see Note 12). Revenue from grants, entitlements, and donations, are recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the Town must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the Town on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year end: property taxes, charges for services, and interest on investments.

Licenses and permits and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

Grants and entitlements received before the eligibility requirements are met are recorded as advances from grantors. On governmental fund financial statements, taxes receivable that will not be collected within the available period have been reported as deferred inflows of resources.

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

2. Expenses/Expenditures:

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization are not recognized in governmental funds.

Budgetary Data

The Town's budget represents functional appropriations as authorized by annual or special Town meetings. The Selectmen may transfer funds between operating categories as they deem necessary. The Town adopts its budget under State regulations, which differ somewhat from accounting principles generally accepted in the United States of America in that the focus is on the entire governmental unit rather than on the basis of fund types.

Investments

Investments are stated at their fair value in all funds. Certificates of deposit with a maturity of greater than ninety days from the date of issuance are included in investments.

Taxes Receivable

Taxes levied during the current year and prior and uncollected at December 31, 2022 are recorded as receivables net of a reserve for estimated uncollectible taxes of \$25,000.

Betterment Taxes Receivable

Betterment assessment taxes charged to certain residents for waterline replacement during the current and prior years that will be collected in future periods are recorded as receivables and deferred inflows of resources in the governmental fund financial statements. The revenue is recognized when assessed in the government-wide financial statements.

Capital Assets

General capital assets result from expenditures in the governmental funds. These assets are reported in the government-wide statement of net position, but are not reported in the fund financial statements.

All capital assets including infrastructure are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their acquisition value as of the date received. The Town maintains a capitalization threshold of \$5,000. The Town is not required to retroactively report its general infrastructure. The Town's infrastructure consists of roads and similar items. Infrastructure records have been maintained effective January 1, 2004 and are included in these financial statements. Intangible assets of the Town consist of land easements and software (other intangible assets). Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not.

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

All reported capital assets except for land, land easements and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Useful lives for infrastructure were estimated based on the Town’s historical records of necessary improvements and replacement. Depreciation is computed using the straight-line method over the following useful lives:

	<u>Description</u>	<u>Years</u>
	Land improvements	10
	Buildings and improvements	10-25
	Machinery, vehicles and equipment	4-10
	Other intangible assets	5
	Infrastructure	25

Compensated Absences

Employees can accumulate earned time as they provide services. Dependent upon the years of service, employees accrue earned time at a rate of eleven to twenty-six days per year. Pursuant to Town personnel policy and certain union agreements, upon voluntary separation of employment from the Town, employees shall be compensated for unused earned time (subject to certain maximum limitations) at current rates of pay.

For governmental fund financial statements, compensated absences are reported as liabilities and expenditures as payments come due each period upon the occurrence of employee death or retirement. The entire compensated absence liability is reported on the government-wide financial statements.

Accrued Liabilities and Long-Term Obligations

Except for the obligation for certain other post-employment benefits (see Note 2), all payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current resources are reported as obligations of the funds. However, compensated absences that will be paid from governmental funds are reported as liabilities in the fund financial statements only to the extent that they are due for payment during the current fiscal year. General obligation debt and other long-term obligations that will be paid from governmental funds are recognized as a liability in the fund financial statements when due.

Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the New Hampshire Retirement System (NHRS) OPEB Plan and additions to/deductions from NHRS’s fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, NHRS recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for non-registered commingled funds valued at net asset value (NAV) as a practical expedient to estimate fair value.

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the New Hampshire Retirement System (NHRS) and additions to/deductions from NHRS's fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Net Position

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances on any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

The Town's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Fund Balance Policy

The Town has segregated fund balance into five classifications: Nonspendable, Restricted, Committed, Assigned, and Unassigned. The components of fund balance are defined as follows:

- ***Nonspendable Fund Balance***: Amounts that are not in a spendable form or are required to be maintained intact.
- ***Restricted Fund Balance***: Includes funds legally restricted for specific purposes stipulated by external resource providers or through enabling legislation. Restrictions may be changed or lifted only with the consent of the resource providers or through enabling legislation.
- ***Committed Fund Balance***: Includes amounts that can be used only for the specific purposes determined by a formal action of the Town's highest level of decision making authority (the Annual Town Meeting). Commitments may be changed or lifted only by the governing body taking the same formal action that imposed the constraint originally. The governing body's actions must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
- ***Assigned Fund Balance***: Amounts the Town intends to use for specific purposes. For all governmental funds other than the General Fund, any remaining positive fund balance is to be classified as "Assigned". All appropriations shall lapse at the end of the fiscal year unless authorized with the provision of RSA 32:7.
- ***Unassigned Fund Balance***: Amounts that are not obligated or specifically designated for a specified use and are available for any purpose. The residual classification of any General Fund balance is to be reported here. Any deficit balance of another governmental fund is also classified as "Unassigned".

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Spending Prioritizations

In circumstances where expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first. When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts then unassigned amounts.

Deficit Fund Balance

At year end, if any of the special revenue funds have a deficit unassigned fund balance, the Selectmen are authorized to transfer funds from the General Fund to cover the deficit, providing the General Fund has enough resources to do so. The Town will follow the provisions of the State Municipal Budget Law in emergency situations which may cause an over expenditure of total appropriations.

Minimum Level of Unassigned Fund Balance

As recommended by the NH Department of Revenue Administration, the Town will strive to maintain an unassigned fund balance in the General Fund equal to 8-17% of the total annual appropriations or 5-15% of regular General Fund operating revenue. The Selectmen have the authority to apply unassigned fund balance in order to balance the budget and reduce property tax rates.

Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

NOTE 2—STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

The Town did not implement the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (GASBS 75) as it pertains to its single employer OPEB plan. GASBS 75 requires governments to account for certain other postemployment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The provisions of GASBS 75 were required to be implemented by the Town during the year ended December 31, 2018. The Town has only implemented the provisions of GASBS 75 as it pertains to its cost-sharing multiple-employer defined benefit OPEB plan (see Note 6).

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

NOTE 3—DEPOSITS AND INVESTMENTS

Deposits and investments as of December 31, 2022 are classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and cash equivalents	\$ 4,347,838
Investments	2,035,196
Statement of Fiduciary Net Position:	
Cash and cash equivalents	<u>6,312,352</u>
	<u>\$ 12,695,386</u>

Deposits and investments at December 31, 2022 consist of the following:

Cash on hand	\$ 268
Deposits with financial institutions	10,659,921
Investments	<u>2,035,197</u>
	<u>\$ 12,695,386</u>

The Town's investment policy for governmental funds requires that deposits be made in the New Hampshire Public Deposit Investment Pool (NHPDIP), federally insured banks chartered under the laws of the State of New Hampshire or the federal government with a branch within the State of New Hampshire. Funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third-party custodial bank or the federal reserve bank collateral security for such deposits. The Town limits its investments for governmental funds to the New Hampshire Public Deposit Investment Pool (NHPDIP), an external investment pool in accordance with New Hampshire State law, and federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the State to the following investment types: money market accounts, certificates of deposit, repurchase agreements collateralized by U.S. Government Securities, all other types of interest bearing accounts, or U.S. Government notes and obligations fully guaranteed as to principal and interest by the United States government.

Responsibility for the investments of the trust funds is with the Board of Trustees. Investments of the library funds are at the discretion of the Library Trustees.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Town's investment policy for managing credit risk is based on the prudent person principal to ensure capital preservation and protection of investment principal while maintaining sufficient liquidity and seeking market-average rate of return.

As of December 31, 2022, the Town's investment in the NHPDIP, a state investment pool, of \$2,035,197 was rated *AAAm*.

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Custodial Credit Risk

Custodial credit risk for deposits is the risk that in the event of a bank failure, the Town’s deposits may not be returned. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. For assurance against custodial credit risk, the Town’s investment policy requires that all investment and depository instruments be secured by collateral having a market value at least equal to 102% of the amount deposited above the FDIC limits. Such collateral shall be held by a third-party custodian and segregated for the exclusive benefit of the Town.

Of the Town’s deposits with financial institutions at year end, \$10,266,216 was collateralized by securities held by Bank of New York Mellon with the Town as beneficiary.

Investment in NHPDIP

The Town is a voluntary participant in the New Hampshire Public Deposit Investment Pool (NHPDIP), an external investment pool. The NHPDIP is not registered with the United States Securities and Exchange Commission as an investment company. The NHPDIP was created by State law and is administered by a public body of state, local and banking officials. Financial statements for the NHPDIP can be accessed through the NHPDIP’s website at www.NHPDIP.com.

The Town’s exposure to derivatives is indirect through its participation in the NHPDIP. The Town’s proportional share of these derivatives is not available. The fair value of the position in the investment pool is equal to the value of pool shares.

NOTE 4—CAPITAL ASSETS

The following is a summary of changes in capital assets of the governmental activities:

	<u>Balance</u> <u>1/1/2022</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>12/31/2022</u>
Governmental activities:				
Capital assets not depreciated:				
Land	\$ 908,731			\$ 908,731
Land easements	1,334,788			1,334,788
Construction in progress	78,946			78,946
Total capital assets not being depreciated	<u>2,322,465</u>	<u>\$ -</u>	<u>\$ -</u>	<u>2,322,465</u>
Other capital assets:				
Land improvements	1,047,480	61,897		1,109,377
Buildings and improvements	2,274,747	114,621		2,389,368
Machinery, vehicles and equipment	3,234,332	206,852		3,441,184
Other intangible assets	29,072			29,072
Infrastructure	<u>12,377,187</u>			<u>12,377,187</u>
Total other capital assets at historical cost	<u>18,962,818</u>	<u>383,370</u>	<u>-</u>	<u>19,346,188</u>

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Less accumulated depreciation for:				
Land improvements	(773,857)	(31,508)		(805,365)
Buildings and improvements	(1,732,735)	(45,323)		(1,778,058)
Machinery, vehicles and equipment	(1,810,936)	(203,542)		(2,014,478)
Other intangible assets	(26,165)			(26,165)
Infrastructure	(4,169,458)	(502,745)		(4,672,203)
Total accumulated depreciation	(8,513,151)	(783,118)	-	(9,296,269)
Total other capital assets, net	10,449,667	(399,748)	-	10,049,919
Total capital assets, net	<u>\$ 12,772,132</u>	<u>\$ (399,748)</u>	<u>\$ -</u>	<u>\$ 12,372,384</u>

Depreciation expense was charged to governmental functions as follows:

General government	\$ 15,431
Public safety	212,842
Highways and streets	504,806
Culture and recreation	50,039
Total governmental activities depreciation expense	<u>\$ 783,118</u>

NOTE 5—LONG-TERM OBLIGATIONS

Changes in Long-Term Obligations

The changes in the Town’s long-term obligations for the year ended December 31, 2022 are as follows:

	Balance 1/1/2022	Additions	Reductions	Balance 12/31/2022	Due Within One Year
Governmental activities:					
Financed purchase obligation payable	\$ 91,013		\$ (44,627)	\$ 46,386	\$ 46,386
Compensated absences payable	146,092	\$ 20,382	(21,947)	144,527	
	<u>\$ 237,105</u>	<u>\$ 20,382</u>	<u>\$ (66,574)</u>	<u>\$ 190,913</u>	<u>\$ 46,386</u>

Payments on the financed purchase obligation payable are paid out of the General Fund. Compensated absences will be paid from the fund where the employee’s salary is paid.

Financed Purchase Obligations

Financed purchase obligations represent lease agreements entered into for the financing of equipment acquisitions. These contracts are subject to cancellation should funds not be appropriated to meet payment obligations. Amounts are annually budgeted in the applicable functions.

The following is the individual financed purchase obligation outstanding at December 31, 2022:

Fire department apparatus, due in annual installments of \$48,213, including interest at 3.94%, through March 2023	<u>\$ 46,386</u>
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TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Debt service requirements to retire the financed purchase obligation outstanding at December 31, 2022 are as follows:

Year Ending December 31,	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2023	<u>\$ 46,386</u>	<u>\$ 1,828</u>	<u>\$ 48,214</u>

NOTE 6—OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The New Hampshire Retirement System (NHRS) administers a cost-sharing multiple-employer other postemployment benefit plan (OPEB Plan). The OPEB Plan provides a medical insurance subsidy to qualified retired members.

The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System at 54 Regional Drive, Concord, New Hampshire 03301 or from their website at www.nhrs.org.

The OPEB Plan is divided into four membership types. The four membership types are Group II Police Officer and Firefighters, Group I Teachers, Group I Political Subdivision Employees, and Group I State Employees. The OPEB plan is closed to new entrants.

Benefits Provided

Benefit amounts and eligibility requirements for the OPEB Plan are set by state law (RSA 100-A:52, RSA 100-A:52-a and RSA 100-A:52-b), and members are designated in statute by type. The medical insurance subsidy is a payment made by NHRS to the former employer or its insurance administrator toward the cost of health insurance for a qualified retiree, his/her qualified spouse, and his/her certified dependent children with a disability who are living in the household and being cared for by the retiree. If the health insurance premium amount is less than the medical subsidy amount, then only the health insurance premium amount will be paid. If the health insurance premium amount exceeds the medical subsidy amount, then the retiree or other qualified person is responsible for paying any portion that the employer does not pay.

Group I benefits are based on creditable service, age and retirement date. Group II benefits are based on hire date, age and creditable service. Medical subsidy rates established by RSA 100-A:52 II are dependent upon whether retirees are eligible for Medicare. Retirees not eligible for Medicare may receive a maximum medical subsidy of \$375.56 for a single person plan and \$751.12 for a two-person plan. Retirees eligible for Medicare may receive a maximum medical subsidy of \$236.84 for a single person plan and \$473.68 for a two-person plan.

Funding Policy

Per RSA 100-A:16, contribution rates are established and may be amended by the New Hampshire State legislature and are determined by the NHRS Board of Trustees based on an actuarial valuation. The Town's contribution rates for the covered payroll of general employees and public safety employees were

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

0.31% and 3.21%, respectively, for the year ended December 31, 2022. Contributions to the OPEB plan for the Town were \$29,392 for the year ended December 31, 2022. Employees are not required to contribute to the OPEB plan.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2022, the Town reported a liability of \$253,830 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of June 30, 2022, and the total OPEB liability used to calculate the net OPEB liability was determined by a roll forward of the actuarial valuation from June 30, 2021. The Town's proportion of the net OPEB liability was based on actual contributions by the Town during the relevant fiscal year relative to the actual contributions of all participating plan members, excluding contributions to separately finance specific liabilities of individual employers or NHRS. At June 30, 2022, the Town's proportion was approximately 0.0672 percent, which was the same as its proportion measured as of June 30, 2021.

For the year ended December 31, 2022, the Town recognized OPEB expense of \$8,971. At December 31, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Net difference between projected and actual earnings on OPEB plan investments	\$ 694	
Town contributions subsequent to the measurement date	<u>14,989</u>	
Totals	<u>\$ 15,683</u>	<u>\$ -</u>

The net amount of deferred outflows of resources and deferred inflows of resources related to OPEB is reflected as an increase to unrestricted net position in the amount of \$15,683. The Town reported \$14,989 as deferred outflows of resources related to OPEB resulting from Town contributions subsequent to the measurement date. This amount will be recognized as a reduction of the net OPEB liability in the measurement period ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense for the measurement periods as follows:

<u>June 30,</u>	
2023	\$ 115
2024	30
2025	(273)
2026	<u>822</u>
	<u>\$ 694</u>

Actuarial Assumptions

The total OPEB liability was determined by a roll forward of the actuarial valuation as of June 30, 2021, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Inflation	2.00%
Wage inflation	2.75% (2.25% for Teachers)
Salary increases	5.40%, average, including inflation
Investment rate of return	6.75% per year, net of OPEB plan investment expense, including inflation for determining solvency contributions

Mortality rates were based on the Pub-2010 Healthy Retiree Mortality Tables with credibility adjustments for each group (Police and Fire combined) and projected fully generational mortality improvements using Scale MP-2019.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2015 – June 30, 2019.

The long-term expected rate of return on OPEB Plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. Following is a table presenting target allocations and geometric real rates of return for each asset class:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Weighted Average Long-Term Expected Real Rate of Return</u>
Public equity	50%	7.60-7.90%
Private market equity	20%	6.60-8.85%
Private debt	5%	7.25%
Fixed income	25%	3.60%
Total	<u>100%</u>	

The discount rate used to measure the collective total OPEB liability as of June 30, 2022 was 6.75%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made under the current statutes RSA 100-A:16 and RSA 100-A:53. Based on those assumptions, the OPEB Plan’s fiduciary net position was projected to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB Plan investments was applied to all periods of projected benefit payments to determine the collective total OPEB liability.

Sensitivity of the Town’s Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the Town’s proportionate share of the net OPEB liability calculated using the discount rate of 6.75 percent, as well as what the Town’s proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the single discount rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Net OPEB liability	\$ 275,576	\$ 253,830	\$ 234,892

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

NOTE 7—DEFINED BENEFIT PENSION PLAN

Plan Description

The Town contributes to the New Hampshire Retirement System (NHRS), a public employee retirement system that administers a single cost-sharing multiple-employer defined benefit pension plan. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature.

The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System at 54 Regional Drive, Concord, New Hampshire 03301, or from their website at www.nhrs.org.

Substantially all full-time state and local employees, public school teachers, permanent firefighters and permanent police officers within the State are eligible and required to participate in the Pension Plan.

The Pension Plan is divided into two membership groups. State and local employees and teachers belong to Group I. Police and firefighters belong to Group II.

Benefits Provided

Benefit formulas and eligibility requirements for the pension plan are set by State law (RSA 100-A).

Group I benefits are provided based on creditable service and average final salary for the highest of either three or five years, depending on when service commenced.

Group II benefits are provided based on age, years of creditable service and a benefit multiplier depending on vesting status as of January 1, 2012. The maximum retirement allowance for Group II members vested by January 1, 2012 (45 years of age with 20 years of service or age 60 regardless of years of creditable service) is the average final compensation multiplied by 2.5% multiplied by creditable service. For Group II members not vested by January 1, 2012 the benefit is calculated the same way but the multiplier used in the calculation will change depending on age and years of creditable service as follows:

Years of Creditable Service as of <u>January 1, 2012</u>	<u>Minimum Age</u>	<u>Minimum Service</u>	<u>Benefit Multiplier</u>
At least 8 but less than 10 years	46	21	2.4%
At least 6 but less than 8 years	47	22	2.3%
At least 4 but less than 6 years	48	23	2.2%
Less than 4 years	49	24	2.1%

Funding Policy

Covered police officers and firefighters are required to contribute 11.55% and 11.80%, respectively, of their covered salary, whereas general employees are required to contribute 7.0% of their covered salary. The Town is required to contribute at an actuarially determined rate. The Town’s contribution rates for the covered payroll of general employees, police officers, and firefighters were 13.75%, 30.67%, and

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

29.78%, respectively, for the year ended December 31, 2022. The Town contributes 100% of the employer cost for general employees, police officers and firefighters of the Town.

Per RSA-100-A:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The Town's pension contributions to the NHRS for the year ended December 31, 2022 were \$335,359.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension

At December 31, 2022, the Town reported a liability of \$3,240,315 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by a roll forward of the actuarial valuation from June 30, 2021. The Town's proportion of the net pension liability was based on actual contributions by the Town during the relevant fiscal year relative to the actual contributions of all participating plan members, excluding contributions to separately finance specific liabilities of individual employers or NHRS. At June 30, 2022, the Town's proportion was approximately 0.0565 percent, which was a decrease of approximately 0.0025 percentage points from its proportion measured as of June 30, 2021.

For the year ended December 31, 2022, the Town recognized pension expense of \$334,783. At December 31, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Differences between expected and actual experience	\$ 60,815	\$ 12,439
Change in assumptions	172,359	
Net difference between projected and actual earnings on pension plan investments	122,804	
Changes in proportion and differences between Town contributions and share of contributions	109,557	218,501
Town contributions subsequent to the measurement date	<u>170,077</u>	
Totals	<u>\$ 635,612</u>	<u>\$ 230,940</u>

The net amount of deferred outflows of resources and deferred inflows of resources related to pension is reflected as an increase to unrestricted net position in the amount of \$404,672. The Town reported \$170,077 as deferred outflows of resources related to pension resulting from Town contributions subsequent to the measurement date. This amount will be recognized as a reduction of the net pension liability in the measurement period ended June 30, 2023. Other amounts reported as deferred outflows and inflows of resources related to pension will be recognized as pension expense in the measurement periods as follows:

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

<u>June 30</u>	
2023	\$ 99,207
2024	51,112
2025	(62,666)
2026	<u>146,942</u>
	<u>\$ 234,595</u>

Actuarial Assumptions

The total pension liability was determined by a roll forward of the actuarial valuation as of June 30, 2021, using the following actuarial assumptions:

Inflation	2.00%
Wage inflation	2.75% (2.25% for Teachers)
Salary increases	5.40%, average, including inflation
Investment rate of return	6.75%, net of pension plan investment expense, including inflation

Mortality rates were based on the Pub-2010 Healthy Retiree Mortality Tables with credibility adjustments for each group (Police and Fire combined) and projected fully generational mortality improvements using Scale MP-2019.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2015 – June 30, 2019.

The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. Following is a table presenting target allocations and geometric real rates of return for each asset class:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Weighted Average Long-Term Expected Real Rate of Return</u>
Public equity	50%	7.60-7.90%
Private market equity	20%	6.60-8.85%
Private debt	5%	7.25%
Fixed income	<u>25%</u>	3.60%
Total	<u>100%</u>	

Discount Rate

The discount rate used to measure the collective pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer contributions are projected based on the expected payroll of current members

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

only. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the collective pension liability.

Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.75 percent, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the single discount rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Town's proportionate share of the net pension liability	\$ 4,347,686	\$ 3,240,315	\$ 2,319,639

NOTE 8—LANDFILL POSTCLOSURE CARE COSTS

State and federal laws and regulations require that the Town place a final cover on its landfill when closed and perform certain maintenance and monitoring functions at the landfill site for a minimum of thirty years after closure. An estimated liability has been recorded based on the future postclosure care costs that will be incurred. The estimated liability for landfill postclosure care costs has a balance of \$234,000 as of December 31, 2022. The Town's landfill was capped during the year ending December 31, 1999. The estimated total current cost of the landfill postclosure care is based on the amount that would be paid if all equipment, facilities, and services required to close, monitor and maintain the landfill were acquired as of December 31, 2022. However, the actual cost of postclosure care may be higher due to inflation, changes in technology, or changes in landfill laws and regulations. The remaining postclosure care costs are expected to be financed through annual taxation.

The following is a summary of changes in the estimated liability for postclosure care costs for the year ended December 31, 2022:

Balance - January 1, 2022	\$ 200,000
Expenditures recognized in the General Fund	(9,025)
Change in estimated liability	<u>43,025</u>
Balance - December 31, 2022	<u>\$ 234,000</u>

NOTE 9—INTERFUND BALANCES AND TRANSFERS

The Town has combined the cash resources of its governmental funds. For accounting and reporting purposes, that portion of the pooled cash balance is reported in the specific fund as an interfund balance. Interfund balances at December 31, 2022 are as follows:

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

		Due from General Fund
Due to	Conservation Fund	\$ 310,910
	Nonmajor Governmental Funds	<u>178,507</u>
		<u>\$ 489,417</u>

NOTE 10—RESTRICTED NET POSITION

Net position of governmental activities is restricted for specific purposes at December 31, 2022 as follows:

Permanent Funds - Principal	\$ 99,622
Permanent Funds - Income	48,186
State of NH SB 401 Highway Block Grant	139,102
State of NH SB 401 Bridge Aid	110,650
Library Funds	<u>65,324</u>
	<u>\$ 462,884</u>

NOTE 11—COMPONENTS OF FUND BALANCE

The components of the Town's fund balance for its governmental funds at December 31, 2022 are as follows:

<u>Fund Balances</u>	<u>General Fund</u>	<u>Conservation Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Nonspendable:				
Prepaid items	\$ 103,352			\$ 103,352
Permanent funds - Principal			\$ 99,622	99,622
Restricted for:				
State of NH SB401 - Highway block grant	139,102			139,102
State of NH SB401 - Bridge aid	110,650			110,650
Library funds	65,324			65,324
Permanent funds - Income			48,186	48,186
Committed for:				
Expendable trusts	325,301			325,301
Auburn development authority	21,005			21,005
Conservation		\$ 1,032,147		1,032,147
Police details			183,252	183,252
Recreation revolving fund			26,844	26,844
Assigned for:				
Subsequent year appropriations	245,000			245,000
Encumbrances	125,478			125,478
Unassigned:				
Unassigned - General operations	3,450,803			3,450,803
	<u>\$ 4,586,015</u>	<u>\$ 1,032,147</u>	<u>\$ 357,904</u>	<u>\$ 5,976,066</u>

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

NOTE 12—PROPERTY TAXES

Taxes are levied on the assessed valuation of all taxable real property as of the prior April 1 (\$894,147,708 as of April 1, 2022) and are due in two installments on July 6, 2022 and December 19, 2022. Taxes paid after the due dates accrue interest at 8% per annum. Property taxes are recognized as revenue when received in cash or if available to finance current period operations (within sixty days of year-end).

Under State law, the Tax Collector obtains tax liens on properties which have unpaid taxes in the following calendar year after taxes were due for the amount of unpaid taxes, interest and costs. Priority tax liens obtained prior to April 1, 2019 accrue interest at 18% per annum. Priority tax liens obtained after April 1, 2019 accrue interest at 14% per annum. If the property is not redeemed within a two year redemption period, the property may be tax deeded to the Town.

In accordance with State law, the Town collects taxes for the Auburn School District and Rockingham County, both independent governmental units, which are remitted to them as required by law. The Town also collects State of New Hampshire Education taxes, which are remitted directly to the school district. Total taxes appropriated during the year were \$12,035,988 and \$810,673, for the Auburn School District and Rockingham County, respectively. These taxes are recognized in these financial statements within the fiduciary funds only. The Town bears responsibility for uncollected taxes.

NOTE 13—RISK MANAGEMENT

The Town is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended December 31, 2022, the Town was a member of and participated in a public entity risk pool (Trust) for property and liability insurance and worker's compensation coverage. Coverage has not been significantly reduced from the prior year and settled claims have not exceeded coverage in any of the past three years.

The Trust agreements permit the Trust to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. Accounting principles generally accepted in the United States of America require members of pools with a sharing of risk to determine whether or not such assessment is probable and, if so, a reasonable estimate of such assessment. At this time, the Trust foresees no likelihood of an additional assessment for any of the past years. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. Based on the best available information there is no liability at December 31, 2022.

Property and Liability Insurance

The Trust provides certain property and liability insurance coverage to member towns, cities, and other qualified political subdivisions of New Hampshire. As a member of the Trust, the Town shares in contributing to the cost of and receiving benefit from a self-insured pooled risk management program. The program includes a Self-Insured Retention Fund from which is paid up to \$200,000 for each and every covered property, crime and/or liability loss that exceeds \$1,000, up to an aggregate of \$1,200,000. Each property loss is subject to a \$1,000 deductible. All losses over the aggregate are covered by insurance policies.

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
For the Year Ended December 31, 2022

Worker's Compensation

The Trust provides statutory worker's compensation coverage to member towns, cities, and other qualified political subdivisions of New Hampshire. The Trust is self-sustaining through annual member premiums and provides coverage for the statutorily required workers' compensation benefits and employer's liability coverage up to \$2,000,000. The program includes a Loss Fund from which is paid up to \$500,000 for each and every covered claim.

NOTE 14—CONTINGENCIES

Litigation

There may be various claims and suits pending against the Town, which arise in the normal course of the Town's activities. In the opinion of Town management, any potential claims against the Town which are not covered by insurance are immaterial and would not affect the financial position of the Town.

NOTE 15—RELATED PARTY TRANSACTIONS

The Town contracts with companies owned by family members of a Select Board member for highway and streets road reconstruction, winter and summer road maintenance, and plowing services. Transactions for highway and streets services between the Town and related party companies totaled \$670,558 for the year ended December 31, 2022.

NOTE 16—CHANGE IN ACCOUNTING PRINCIPLE

During the year ended December 31, 2022, the Town implemented GASB Statement No. 87, *Leases*. Under GASB Statement No. 87, a lease liability and an intangible right to use asset is recognized for leasing arrangements where the Town is the lessee. No such leases have been identified by the Town. Accordingly, management has determined that the effect of implementing GASB Statement No. 87 to its financial statements to be immaterial.

SCHEDULE 1
TOWN OF AUBURN, NEW HAMPSHIRE
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual (Budgetary Basis) - General Fund
For the Year Ended December 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	Variance with Final Budget - Favorable <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Taxes	\$ 3,228,623	\$ 3,228,623	\$ 3,286,248	\$ 57,625
Licenses and permits	2,071,300	2,071,300	2,148,400	77,100
Intergovernmental	693,799	874,545	1,123,664	249,119
Charges for services	54,000	54,000	49,823	(4,177)
Interest and investment income	12,000	12,000	48,639	36,639
Miscellaneous	29,029	214,029	230,914	16,885
Total Revenues	<u>6,088,751</u>	<u>6,454,497</u>	<u>6,887,688</u>	<u>433,191</u>
Expenditures:				
Current operations:				
General government	1,555,706	1,686,452	1,539,206	147,246
Public safety	2,280,480	2,330,480	2,220,392	110,088
Highways and streets	1,109,511	1,109,511	1,235,458	(125,947)
Sanitation	22,251	22,251	17,599	4,652
Health and welfare	52,213	52,213	39,711	12,502
Culture and recreation	379,969	379,969	334,061	45,908
Conservation	4,684	4,684		4,684
Capital outlay	635,720	635,720	429,779	205,941
Debt service:				
Principal retirement	48,215	48,215	48,213	2
Interest and fiscal charges	<u>2</u>	<u>2</u>	<u>-</u>	<u>2</u>
Total Expenditures	<u>6,088,751</u>	<u>6,269,497</u>	<u>5,864,419</u>	<u>405,078</u>
Excess revenues over (under) expenditures	<u>-</u>	<u>185,000</u>	<u>1,023,269</u>	<u>838,269</u>
Other financing sources (uses):				
Transfers out	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>-</u>
Total Other financing sources (uses)	<u>(55,000)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>-</u>
Net change in fund balance	(55,000)	130,000	968,269	838,269
Fund Balance at beginning of year				
- Budgetary Basis	<u>3,136,558</u>	<u>3,136,558</u>	<u>3,136,558</u>	<u>-</u>
Fund Balance at end of year				
- Budgetary Basis	<u>\$ 3,081,558</u>	<u>\$ 3,266,558</u>	<u>\$ 4,104,827</u>	<u>\$ 838,269</u>

See accompanying notes to the required supplementary information

SCHEDULE 2

TOWN OF AUBURN, NEW HAMPSHIRE

**Schedule of Changes in the Town's Proportionate Share of the Net OPEB Liability
For the Year Ended December 31, 2022**

<u>Measurement Period Ended</u>	Cost-Sharing Multiple Employer Plan Information Only				
	<u>Town's Proportion of the Net OPEB Liability</u>	<u>Town's Proportionate Share of the Net OPEB Liability</u>	<u>Town's Covered Payroll</u>	<u>Town's Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability</u>
June 30, 2022	0.06717089%	\$ 253,830	\$ 1,363,169	18.62%	10.64%
June 30, 2021	0.06720616%	\$ 269,132	\$ 1,412,545	19.05%	11.06%
June 30, 2020	0.06449979%	\$ 282,321	\$ 1,283,843	21.99%	7.74%
June 30, 2019	0.07961706%	\$ 349,050	\$ 1,359,651	25.67%	7.75%
June 30, 2018	0.07186720%	\$ 329,041	\$ 1,235,569	26.63%	7.53%
June 30, 2017	0.04424661%	\$ 202,311	\$ 1,126,540	17.96%	7.91%
June 30, 2016	0.04767485%	\$ 230,796	\$ 1,205,000	19.15%	5.21%
June 30, 2015	*	*	*	*	*
June 30, 2014	*	*	*	*	*
June 30, 2013	*	*	*	*	*

* 10 Year schedule, historical information not available

<u>Measurement Periods</u>	Significant Actuarial Assumptions				
	<u>Inflation</u>	<u>Salary Increases</u>	<u>Investment Rate of Return</u>	<u>Mortality Table</u>	<u>Mortality Scale</u>
June 30, 2022	2.00%	5.40%	6.75%	Pub-2010	MP-2019
June 30, 2020 - 2021	2.00%	5.60%	6.75%	Pub-2010	MP-2019
June 30, 2016 - 2019	2.50%	5.60%	7.25%	RP-2014	MP-2015

See accompanying notes to the required supplementary information

SCHEDULE 3
TOWN OF AUBURN, NEW HAMPSHIRE
Schedule of Town OPEB Contributions
For the Year Ended December 31, 2022

Cost-Sharing Multiple Employer Plan Information Only					
<u>Year Ended</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Town's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
December 31, 2022	\$ 29,392	\$ (29,392)	\$ -	\$ 1,378,870	2.13%
December 31, 2021	\$ 30,397	\$ (30,397)	\$ -	\$ 1,398,058	2.17%
December 31, 2020	\$ 31,003	\$ (31,003)	\$ -	\$ 1,350,937	2.29%
December 31, 2019	\$ 33,801	\$ (33,801)	\$ -	\$ 1,352,517	2.50%
December 31, 2018	\$ 33,269	\$ (33,269)	\$ -	\$ 1,275,653	2.61%
December 31, 2017	\$ 29,094	\$ (29,094)	\$ -	\$ 1,184,358	2.46%
December 31, 2016	\$ 25,783	\$ (25,783)	\$ -	\$ 1,127,289	2.29%
December 31, 2015	*	*	*	*	*
December 31, 2014	*	*	*	*	*
December 31, 2013	*	*	*	*	*

* 10 Year schedule, historical information not available

See accompanying notes to the required supplementary information

SCHEDULE 4

TOWN OF AUBURN, NEW HAMPSHIRE

**Schedule of Changes in the Town's Proportionate Share of the Net Pension Liability
For the Year Ended December 31, 2022**

<u>Measurement Period Ended</u>	<u>Town's Proportion of the Net Pension Liability</u>	<u>Town's Proportionate Share of the Net Pension Liability</u>	<u>Town's Covered Payroll</u>	<u>Town's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
June 30, 2022	0.05648955%	\$ 3,240,315	\$ 1,363,169	237.70%	65.12%
June 30, 2021	0.05896114%	\$ 2,613,110	\$ 1,412,545	184.99%	72.22%
June 30, 2020	0.05667271%	\$ 3,624,872	\$ 1,283,843	282.35%	58.72%
June 30, 2019	0.06299554%	\$ 3,031,128	\$ 1,359,651	222.93%	65.59%
June 30, 2018	0.05795541%	\$ 2,790,670	\$ 1,235,569	225.86%	64.73%
June 30, 2017	0.05475219%	\$ 2,692,709	\$ 1,126,540	239.02%	62.66%
June 30, 2016	0.05948072%	\$ 3,162,944	\$ 1,205,000	262.48%	58.30%
June 30, 2015	0.05624891%	\$ 2,228,316	\$ 1,136,841	196.01%	65.47%
June 30, 2014	0.05487400%	\$ 2,059,870	\$ 1,070,004	192.51%	66.32%
June 30, 2013	0.05461320%	\$ 2,350,434	\$ 1,050,130	223.82%	59.81%

Significant Actuarial Assumptions

<u>Measurement Periods</u>	<u>Inflation</u>	<u>Salary Increases</u>	<u>Investment Rate of Return</u>	<u>Mortality Table</u>	<u>Mortality Scale</u>
June 30, 2022	2.00%	5.40%	6.75%	Pub-2010	MP-2019
June 30, 2020 - 2021	2.00%	5.60%	6.75%	Pub-2010	MP-2019
June 30, 2016 - 2019	2.50%	5.60%	7.25%	RP-2014	MP-2015
June 30, 2013 - 2015	3.00%	3.75-5.80%	7.75%	RP-2000	Scale AA

See accompanying notes to the required supplementary information

SCHEDULE 5
TOWN OF AUBURN, NEW HAMPSHIRE
Schedule of Town Pension Contributions
For the Year Ended December 31, 2022

<u>Year Ended</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Town's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
December 31, 2022	\$ 335,359	\$ (335,359)	\$ -	\$ 1,378,870	24.32%
December 31, 2021	\$ 299,787	\$ (299,787)	\$ -	\$ 1,398,058	21.44%
December 31, 2020	\$ 260,272	\$ (260,272)	\$ -	\$ 1,350,937	19.27%
December 31, 2019	\$ 266,888	\$ (266,888)	\$ -	\$ 1,352,517	19.73%
December 31, 2018	\$ 254,554	\$ (254,554)	\$ -	\$ 1,275,653	19.95%
December 31, 2017	\$ 223,326	\$ (223,326)	\$ -	\$ 1,184,358	18.86%
December 31, 2016	\$ 207,322	\$ (207,322)	\$ -	\$ 1,127,289	18.39%
December 31, 2015	\$ 197,818	\$ (197,818)	\$ -	\$ 1,155,134	17.13%
December 31, 2014	\$ 182,148	\$ (182,148)	\$ -	\$ 1,093,806	16.65%
December 31, 2013	\$ 154,765	\$ (154,765)	\$ -	\$ 1,047,696	14.77%

See accompanying notes to the required supplementary information

TOWN OF AUBURN, NEW HAMPSHIRE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended December 31, 2022

NOTE 1—BUDGET TO ACTUAL RECONCILIATION

General Fund

Amounts recorded as budgetary amounts in the Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis) – General Fund (Schedule 1) are reported on the basis budgeted by the Town. Those amounts differ from those reported in conformity with accounting principles generally accepted in the United States of America in the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds (Exhibit D). Property tax budgetary revenues are recognized when levied rather than when susceptible to accrual. Budgetary revenues and other financing sources, and expenditures and other financing uses, were adjusted for non-budgetary revenues and expenditures, budgetary transfers, and encumbrances as follows:

	Revenues and Other Financing <u>Sources</u>	Expenditures and Other Financing <u>Uses</u>
Per Exhibit D	\$ 6,914,388	\$ 6,084,855
Difference in property taxes meeting susceptible to accrual criteria	(9,112)	
Non-budgetary revenues and expenditures	(17,588)	(159,787)
Budgetary transfers		55,000
Encumbrances - December 31, 2022		125,478
Encumbrances - December 31, 2021		(186,127)
Per Schedule 1	<u>\$ 6,887,688</u>	<u>\$ 5,919,419</u>

Major Special Revenue Fund

The Town adopts its budget under regulations of the New Hampshire Department of Revenue Administration which differs from accounting principles generally accepted in the United States of America. Consequently, budgetary information is not presented for the Conservation Fund as the information is neither practical nor meaningful.

SCHEDULE A
TOWN OF AUBURN, NEW HAMPSHIRE
Combining Balance Sheet
Governmental Funds - All Nonmajor Funds
December 31, 2022

	Special Revenue Funds			Permanent Funds	Combining Totals
	Police Detail Fund	Recreation Revolving Fund	Total Special Revenue Funds		
ASSETS					
Cash and cash equivalents				\$ 147,808	\$ 147,808
Accounts receivable	\$ 31,589		\$ 31,589		31,589
Due from other funds	151,663	\$ 26,844	178,507		178,507
Total Assets	<u>183,252</u>	<u>26,844</u>	<u>210,096</u>	<u>147,808</u>	<u>357,904</u>
DEFERRED OUTFLOWS OF RESOURCES					
Total Deferred Outflows of Resources	-	-	-	-	-
Total Assets and Deferred Outflows of Resources	<u>\$ 183,252</u>	<u>\$ 26,844</u>	<u>\$ 210,096</u>	<u>\$ 147,808</u>	<u>\$ 357,904</u>
LIABILITIES					
Total Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
DEFERRED INFLOWS OF RESOURCES					
Total Deferred Inflows of Resources	-	-	-	-	-
FUND BALANCES					
Nonspendable				99,622	99,622
Restricted				48,186	48,186
Committed	183,252	26,844	210,096		210,096
Total Fund Balances	<u>183,252</u>	<u>26,844</u>	<u>210,096</u>	<u>147,808</u>	<u>357,904</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 183,252</u>	<u>\$ 26,844</u>	<u>\$ 210,096</u>	<u>\$ 147,808</u>	<u>\$ 357,904</u>

SCHEDULE B
TOWN OF AUBURN, NEW HAMPSHIRE
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds - All Nonmajor Funds
For the Year Ended December 31, 2022

	Special Revenue Funds			Permanent Funds	Combining Totals
	Police Detail Fund	Recreation Revolving Fund	Total Special Revenue Funds		
Revenues:					
Charges for services	\$ 160,033	\$ 52,076	\$ 212,109		\$ 212,109
Interest and investment income				\$ 1,121	1,121
Total Revenues	<u>160,033</u>	<u>52,076</u>	<u>212,109</u>	<u>1,121</u>	<u>213,230</u>
Expenditures:					
Current operations:					
Public safety	148,954		148,954		148,954
Culture and recreation		38,477	38,477		38,477
Total Expenditures	<u>148,954</u>	<u>38,477</u>	<u>187,431</u>	<u>-</u>	<u>187,431</u>
Net change in fund balances	11,079	13,599	24,678	1,121	25,799
Fund Balances at beginning of year	<u>172,173</u>	<u>13,245</u>	<u>185,418</u>	<u>146,687</u>	<u>332,105</u>
Fund Balances at end of year	<u>\$ 183,252</u>	<u>\$ 26,844</u>	<u>\$ 210,096</u>	<u>\$ 147,808</u>	<u>\$ 357,904</u>

August 22, 2023

To the Board of Selectmen
Town of Auburn, New Hampshire

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire (the Town) for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 22, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Auburn, New Hampshire are described in Note 1 to the financial statements. During the year ended December 31, 2022, the Town adopted and implemented GASB Statement No. 87 – *Leases*. There was no effect on beginning of the year balances as a result of adoption of the new standard. We noted no transactions entered into by the Town of Auburn, New Hampshire during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, each major fund, and the aggregate remaining fund information's financial statements were:

Management's estimate of the allowance for uncollectible taxes receivable is based on taxpayer bankruptcies, abatements subsequently issued, historical collection levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that they are reasonable in relation to the financial statements taken as a whole. Additionally, management's estimates of the useful lives of depreciable capital assets are based on historical utilization of assets, necessary improvements and replacements. We evaluated the key factors and assumptions used to develop the depreciable useful lives of capital assets in determining that they are reasonable in relation to the financial statements taken as a whole.

Significant estimates also include actuarial assumptions used in determining cost-sharing pension and other postemployment benefit costs which are based on plan audited financial

statements. We evaluated the assumptions used in the plan audited financial statements to determine that they are reasonable in relation to the financial statements as a whole. In addition, the estimate of future annual postclosure care costs for the Town's landfill is based upon assessments of anticipated future monitoring and maintenance costs performed by the Town's landfill engineering firm. We evaluated the assessments of the Town's landfill engineering firm to determine that future annual postclosure care costs are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

As discussed in Note 2 to the basic financial statements, the Town has not implemented all provisions of GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The single employer plan provisions of GASB Statement 75 were required to be implemented by the Town during the year ended December 31, 2018.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatement detected as a result of audit procedures was corrected by management:

- To record escrow activity in accordance with GASB Statement No. 84 in the amount of \$169,555.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 22, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Auburn, New Hampshire's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional

standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The Town did not adopt all provisions of GASB Statement 75 – *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* during the current year which resulted in an adverse opinion on the Governmental Activities.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, schedule of changes in the Town's proportionate share of the net OPEB liability, schedule of Town OPEB contributions, schedule of changes in the Town's proportionate share of the net pension liability, and schedule of Town pension contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Selectmen and management of the Town of Auburn, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Vachon Clukay & Company PC

**REPORT ON INTERNAL CONTROL BASED ON
AN AUDIT OF BASIC FINANCIAL STATEMENTS**

To the Board of Selectmen
Town of Auburn, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire (the Town) as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Vachon Clukay & Company PC

Manchester, New Hampshire
August 22, 2023

August 22, 2023

To the Board of Selectmen
Town of Auburn, New Hampshire

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Auburn, New Hampshire for the year ended December 31, 2022, we considered the Town's internal control structure to determine audit procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of matters that represent opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. We previously reported on the Town's internal control structure in our report dated August 22, 2023. This letter does not affect that report or our report on the basic financial statements dated August 22, 2023.

We have already discussed these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of the matters, or to assist you in implementing the recommendations.

The purpose of this letter is to provide constructive and meaningful recommendations to you.

Sincerely,

Vachon Clukay & Company PC

PAYROLL DOCUMENTATION

Observation

In performing our audit, we performed testing over the controls of the Town's payroll process. During our testing, we noted several instances of employee rates of pay not documented in accordance with the documentation standard as required under State of New Hampshire RSA 275:49 and New Hampshire Administrative Rules Chapter LAB 803.03(f), and other instances where the employee rates of pay on file were not updated to reflect pay rates currently in effect. State of New Hampshire RSA 275:49 requires employers to notify employees of their rate of pay at the time of hire, and prior to any change in the rate of pay. New Hampshire Administrative Rules Chapter LAB 803.03(f) requires that such rates of pay be provided as written notification to the employee, and a signed copy of the written notification be retained by the employer.

Implication

As a result of the above referenced observation, the Town is not in compliance with State of New Hampshire RSA and administrative rulings. In addition, controls over the payroll process are weakened, as failure to maintain accurate documentation of current rates of pay for employees could subject the Town to future wage claims and disputes.

Recommendation

We recommend that the Town review its policies and procedures relating to documentation of employee rates of pay. Additionally, we recommend that each employee receive written notification of their rate of pay, and that a copy of the written notification including the employee's signature, be retained within the employee's personnel file. Such a file should be updated each time there is a change in rate of pay.

COMPETITIVE BIDDING

Observation

In performing our audit, we performed testing over the controls of the Town's vendor disbursement process. During our testing, we noted several instances of vendor purchases in excess of the Town's threshold for which a competitive procurement process is required, but such a process was not conducted. Additionally, it was noted that several of these transactions were between the Town and identified related parties for providing road maintenance, reconstruction, and plowing services. In each instance it was noted that the Town otherwise followed all other control procedures including documentation, review, and approval.

Implication

Failure to follow the purchasing policy for goods and services that requires competitive procurement weakens the Town's internal controls over vendor purchases. Additionally, there is an increased risk that miscommunications or misunderstandings may occur between the Town and such vendor over the scope or costs of goods and services to be acquired.

Recommendation

We recommend the Town review its purchasing policy for goods and services, and the application of that policy in determining when to utilize a competitive procurement process. We further recommend that any exceptions to the purchasing policy be approved and documented on a case by case basis by the Board and Town Administrator.

**ACHON CLUKAY
& COMPANY PC**

CERTIFIED PUBLIC ACCOUNTANTS
608 Chestnut Street • Manchester, New Hampshire 03104
(603) 622-7070 • Fax: (603) 622-1452 • www.achonclukay.com

August 22, 2023

To the Board of Selectmen
Town of Auburn, New Hampshire

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We have already discussed these comments and suggestions with various Town personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of the matters, or to assist you in implementing the recommendations.

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Sincerely,

Achon Clukay & Company PC

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Implication

As a result of the above referenced observation, the Town is not in compliance with State of New Hampshire RSA and administrative rulings. In addition, controls over the payroll process are weakened, as failure to maintain accurate documentation of current rates of pay for employees could subject the Town to future wage claims and disputes.

Recommendation

We recommend that the Town review its policies and procedures relating to documentation of employee rates of pay. Additionally, we recommend that each employee receive written notification of their rate of pay, and that a copy of the written notification including the employee's signature, be retained within the employee's personnel file. Such a file should be updated each time there is a change in rate of pay.

COMPETITIVE BIDDING

Observation

In performing our audit, we performed testing over the controls of the Town's vendor disbursement process. During our testing, we noted several instances of vendor purchases in excess of the Town's threshold for which a competitive procurement process is required, but such a process was not conducted. Additionally, it was noted that several of these transactions were between the Town and identified related parties for providing road maintenance, reconstruction, and plowing services. In each instance it was noted that the Town otherwise followed all other control procedures including documentation, review, and approval.

Implication

Failure to follow the purchasing policy for goods and services that requires competitive procurement weakens the Town's internal controls over vendor purchases. Additionally, there is an increased risk that miscommunications or misunderstandings may occur between the Town and such vendor over the scope or costs of goods and services to be acquired.

Recommendation

We recommend the Town review its purchasing policy for goods and services, and the application of that policy in determining when to utilize a competitive procurement process. We further recommend that any exceptions to the purchasing policy be approved and documented on a case by case basis by the Board and Town Administrator.

Derry Well Company

P.O. Box 1312
Londonderry, New Hampshire 03053
Phone (603) 475-0408

N.H. License 1723
M.A. License 659

Customer: Town of Auburn NH
Property: 286 Chester turnpike Auburn, NH
Date: 9/06/23
Phone:

CONTRACT OF \$8,500.00 INCLUDES

FOLLOWING:

- Well drilled up to 500 feet in depth unless sufficient H2O has been attained.
Sufficient water would include the following
 - 200 feet = 5 g.p.m.
 - 300 feet = 3 g.p.m.
 - 400 feet = 2 g.p.m.
- Additional depth shall be charged at the rate of \$16.00 per foot ● 20 feet of casing shall be included. Additional casing at a cost of \$34.00 per foot. ● ½ horsepower submersible pump, torque arrestor, wire guards, sanitary well cap, poly pipe, wire, fittings, etc., (32 gallon tank), tank tee package, set on (2) blocks, off-set materials, from well to house not to exceed 50 feet. Thereafter \$4.50 per foot for additional off-set.

Other:

- ¾ h.p. upgrade \$800.00
- 1 h.p. upgrade \$1,400.00
- 1 ½ h.p. upgrade \$2,000.00
- \$10 a foot to mud if needed
- Excavator if needed will be priced after viewing job

General Terms and Conditions:

Contractor warrants that all labor and material shall be as specified and shall comply with applicable codes and regulations.

Contractor warrants proper functioning of the pump and tank for one year. Casing and drive seal is guaranteed for life of the original consumer owner. Any other warranty, whether expressed or implied, whether of merchantability or fitness for a particular purpose is expressly disclaimed. Warranty service shall be performed only by contractor or its authorized representative and said warranty shall constitute the limit of contractors liability. Contractor shall not be liable for incidental and consequential damages.

Customer understands and agrees that the contractor cannot and does not guarantee the quantity or quality of water. Water is a naturally occurring substance and its existence is subject to the variability of nature. Water may contain naturally or artificially created gases, dissolved or suspended substances which may be unpleasant to the taste or smell.

Customers understand that landscaping is not part of our business. During the drilling process there will be soil, stone cuttings and water runoff with sediment in it. We will make every effort to contain it to specified areas. Most sites are finished to a rough grade with on site material. Customer is responsible for any grading, materials and tree or bush trimming to accommodate access to the well site, as well as additional landscaping expenses.

Payment Terms:

Payment is due in full upon completion of work.

When well drilling is complete, a payment for the drilling portion is due in full. When pump and tank equipment is installed, remaining balance is due. Late payment will be subject to interest at the rate of 12% per month on the unpaid balance and shall also be subject to all costs of collection, including costs and reasonable attorney fees.

Zachary A. Lebel: Date:

Accepted by Customer:

Name:

Date:

Customer Address

Town of Auburn NH
 47 Chester Rd
 Auburn, NH 03032

Job Name

Town of Auburn NH - 273 Chester Tpke. Auburn, NH

Job Address

273 Chester Tpke
 AUBURN, NH 03032
 Lot: Town Garage

Date: 8/25/2023

Job: 6442909

Work Area	Inventory Item	Amount
Phase: 15816316 6I	PO:	\$41,995.00
Roof Line	Demilec Heatlok HFO Winter 3" R-22.00 Closed-Cell Foam	
Exterior Walls	Demilec Heatlok HFO Summer 3" R-22.00 Closed-Cell Foam	

Work Area Notes: with f10e

We propose hereby to furnish material & labor - complete in accordance with the above specifications, for the sum of : **\$41,995.00**

Terms: Upon acceptance of proposal a 33% deposit is required to schedule job; remaining 67% to be paid day of completion per phase.

All material will be as provided in the attached description. All work will be completed in a workmanlike fashion in accordance with the standards of the industry. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate(s). All agreements are contingent upon strikes, accidents, acts of God or delays beyond our control. Owner to carry fire and tornado insurance and other insurance that may be required by law. Our workers are covered by workers' compensation insurance to the extent required by law.

We do not warrant against and shall not be liable for any damage or injury, including but not limited to mold accumulation, when due to any of the following causes: the failure of the builder or contractors (other than our Company) to follow the instructions and specifications of the insulation manufacturer; faulty or improper installation or maintenance of drywall or other wall covering; use of accessories or wall preparation materials that do not properly receive the insulation; and compliance with applicable building codes or other government regulations relating to surface preparation, wall coverings, required materials or mandatory procedures.

ANY WARRANTIES IMPLIED BY LAW, SUCH AS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY DISCLAIMED. WE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES OR INCIDENTAL DAMAGES for breach of any warranty associated with the material. Our liability shall in no event exceed the cost of the materials set forth herein. We cannot and shall not be liable to you for the breach of any other express warranties, such as those given to you by other dealers, contractors, applicators, distributors or manufacturers. Your exclusive remedy with respect to defective materials provided by us shall be repair or replacement, at our option, of the defective materials.



Builders Installed Products (340)
PO Box 5111
Manchester NH 03108
(603) 668-4411

www.buildersinstalledproductsnh.com

PROPOSAL

Customer Address

Town of Auburn NH
47 Chester Rd
Auburn, NH 03032

Job Name

Town of Auburn NH - 273 Chester Tpke. Auburn, NH

Job Address

273 Chester Tpke
AUBURN, NH 03032
Lot: Town Garage

Date: 8/25/2023

Job: 6442909

Note: this proposal may be withdrawn by us if not accepted within 30 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

DATE: _____ **SIGNATURE:** _____

Sales Representative: Bob Pouliot bpouliot@installed.net

DATE: _____ **SIGNATURE:** _____

Customer Representative:

Printed Name _____ **Title** _____



Spray Polyurethane Foam (SPF) Insulation Fact Sheet

Introduction

Whether it is new construction, multi-family, commercial or a renovation job, spray polyurethane foam insulation (SPF) is well positioned to meet energy-efficiency requirements and client demands for building comfort. SPF offers a multi-attribute solution to insulating, air-sealing and improving the strength of buildings with one product, saving time during construction, increasing comfort, making building maintenance easier and increasing the resilience and durability of the structure.

The application of SPF is a potentially dangerous activity as it involves the mixing of chemicals using specialty equipment by highly trained SPF technicians. SPF installation training includes certification in safe work practices by both the employers and by the respective SPF manufacturer. This training is critical and should not be taken lightly. Please make sure you leave this part of your project to a certified, trained SPF professional.

The following information explains some of the requirements and worksite preparation necessary prior, during, and after the spraying process of SPF. It is CRITICAL that specific building envelope and safety considerations are followed.

Job Site Classifications

We use SPF on a variety of job sites: single family homes, multi-family buildings, commercial buildings, mixed use structures, existing homes and buildings, and renovation projects. This document summarizes a lot of information that is relevant and needs to be considered and discussed on SPF job sites. Your IBP sales rep will mark "N/A" if the requirements/considerations are not relevant to your specific job site.

General Considerations and Guidelines

1. The installation of SPF is a line of sight application meaning that the spray foam gun can only spray straight into a substrate. If we cannot access the substrate, we will not be able to install the SPF. The SPF contractor is not responsible for inadequate coverage on work areas that are inaccessible, blocked or obstructed during our installation process.
2. All open flames must be turned off prior to the SPF installation process and for at least 1 hour after the spraying has finished. This includes, but not limited to hot water tanks and furnaces.
3. The foam rig (truck or trailer) must be able to park close to the work area so that hoses and equipment can reach the area to be sprayed. Prior to our arrival please make sure the driveway, walkways, and surrounding areas are all clear to allow easy access.
4. If spraying onto newly installed sheetrock, all seams, penetrations and joints must be fully taped by others prior to the installation of the SPF.
5. 3" of clearance from SPF is required for all IC (insulation contact) recessed lights.
6. Non-IC recessed lights must be protected with a rigid box (suggested 14" x 14" x 14") that will protect the fixture, help dissipate the heat created by the light and allow for future maintenance. This can be done by either the general contractor or SPF contractor (check the scope of work in your contracts), however, it needs to be done ahead of time.
7. SPF thicknesses are nominal in nature, meaning that there may be 1/4" variation in thickness due to the nature of the installation of SPF. Please speak with your IBP sales representative if you need further clarification on this matter.
8. In hybrid assemblies (combination of fiberglass and SPF) at least 1/2 of the R-value of the cavity insulation should be SPF to prevent condensation in the cavity. In certain geographical areas (Zone 6 and higher) you may need to have even more SPF. Consult with your IBP sales rep and/or the architect of the home or building on questions regarding SPF thickness, especially in tricky areas.
9. A potential for pipe rupture exists when SPF is applied over pressurized chlorinated poly vinyl chloride (CPVC) pipe (i.e. when sprinkler system is under test pressure while foam is applied). Ideally, the piping systems should be filled with water and de-pressurized.
10. Anyone who inadvertently damages or removes spray foam once installed should immediately notify the insulation contractor and general contractor.
11. Any new concrete surface must cure for at least 30 days (or longer in high humidity conditions) prior to SPF being sprayed

onto it.

12. During the installation process a significant amount of overspray mist will be created. As such, it is imperative that ALL openings in the building envelope be completely sealed prior to the installation of the spray foam. Gaps in the substrate that go unseen may cause overspray to adhere to outdoor objects like vehicles, siding, landscaping, patios, roofing, equipment, ladders, scaffolding, garage doors, window, exterior doors, any personal belongings so please take extra precautions sealing the gaps in the envelope.
13. Please note that some building components that are installed prior to the installation of the SPF (wiring, plumbing, duct work and/or mechanical equipment) in the immediate spray area cannot be adequately protected and therefore may end up with some overspray or splattering of the material on them.
14. A fishy or ammonia smell may linger for a few days after completion of the work. This is due to the chemical reaction within the foam and is not harmful. The more ventilation supplied to the work area, the faster the smell dissipates. If this odor continues or gets stronger, feel free to contact us for guidance.
15. We will do our best to honor our installation schedules dates. However certain factors out of our control (extreme weather, equipment break downs, SPF technician illnesses) may require us to revise our original installation date. Your IBP sales rep will coordinate any necessary schedule changes.
16. A Certificate of Capital Improvement can be provided upon request by your IBP sales representative.

SPF Contractor Responsibilities

1. To protect against overspray, the SPF contractor will mask all non-foam finished surfaces (i.e. windows, doors, bathtubs, sinks, shower surrounds, garage doors, masonry, fireplaces, outlet boxes, etc.).
2. Some jobs require additional prep - level 2 prep (finished floors, finished walls) or level 3 (wrapping exposed beams). Please discuss all prep concerns with your IBP sales rep ahead of time.
3. IBP SPF technicians will wear Supplied Air Respirators operated in a positive pressure or continuous flow mode, full-face protection (full-face mask or hood), gloves and a Tyvek suit while in spray areas.
4. Our SPF crews will post signage and warnings so that unauthorized personnel are aware of the hazard during the installation process.
5. We will provide independent mechanical ventilation (intake and exhaust) to ventilate the spray area during and after the installation process.
6. To protect high traffic areas, we will install plastic sheathing on the walkways through the home or building along access points into the spray area making sure to protect doorways, finished flooring and drywall corners.
7. The SPF crew leader will inspect all areas to be sprayed before, during and after installation to verify the substrate is ready for SPF, the proper depth of SPF and address any tricky areas or missed spots.
8. At the end of the installation process, we will sweep up and dispose of all SPF scraps/shavings and remove all protective coverings (plastic).
9. IBP's risk department requires that a code-required ignition barrier or thermal barrier be installed over the SPF as soon as possible. We generally will handle this for you but in some occasions, this will be done by others. This must be discussed and documented before the SPF is installed.
10. Our crew will leave behind a completed insulation certificate that certifies thickness, R-value and the type of SPF installed.

General Contractor and/or Homeowner Responsibilities

1. The area to be sprayed should be clear of all personal belongings and building materials so SPF technicians can maneuver safely. We generally require 10' of free space in front of all substrates. All personal belongings and building materials must be protected by others (sealed with plastic).
2. The substrate surface must be free of oils, dust, soot, and rust (i.e. paint ready) to avoid any potential adhesion issues.
3. Cold temperatures will require temporary heat that must be supplied by the general contractor or homeowner. Here are some helpful guidelines on temporary heat:
 - Preheat the night before or early (5am) in the AM then shut down.
 - Minimum temperature of substrate surface being sprayed (not air temperature) is 32 degrees Fahrenheit. Any exceptions must be discussed and documented ahead of time.
 - No propane, only kerosene or #2 oil heater. Use exterior flex ducts for air intake.
 - The moisture level of the substrate that is being sprayed needs to be 18% or less, as measured by a 2-prong moisture gauge.
4. Arrangements must be made ahead of time for our SPF crews to enter the home or building on the designated schedule date and be able to lock up when they have finished. Your IBP sales rep will confirm these plans (garage codes, key under mat, meeting someone to unlock/lock) and communicate to our SPF installation crew.

5. Anyone with respiratory health conditions (e.g., asthma or COPD) should consult with a physician about possibly extended re-occupancy times (beyond 24 hours).
6. Laminated Veneer Lumber (LVL)/Engineered woods require special attention because of the waxy coatings that are often applied during the manufacturing process. #2 pine should be screw-fastened to the lumber to address this adhesion issue. Discuss with your sales rep when dealing with LVL's.
7. **The general contractor and/or homeowner will be responsible for actual expenses incurred by the SPF contractor if the contracted jobsite is not ready for our SPF crew on the designated schedule date.**
8. In accordance with the International Residential Building Codes, an attic or crawl space sprayed with spray foam material may only be used for the servicing of utility and mechanical systems. No storage is allowed in these areas. Code complaint storage can be created by providing an approved thermal barrier or ignition barrier, or depending on the product, an interior finish system or intumescent coating can be applied.

New Construction Single Family Homes

No other trades, delivery personnel, homeowners, or pets can be in the home for a minimum of 24 hours after the SPF installation process has finished. This timeline could be extended or shortened depending on environmental and ventilation conditions. Anyone arriving on the jobsite without the approved PPE will be asked to leave immediately. If they refuse to leave, we will suspend our SPF installation until the home is vacant again.

Multi-Family and Commercial Buildings

1. No other trades or personnel can be within 50 feet of the designated restricted work area for a minimum of 8 hours after the SPF installation is complete, as long as the restricted area can be ventilated as per the manufacturer's installation guidelines. Generally speaking, in order for **re-entry** for trade workers less than **24 hours**, the work area will need to be ventilated with commercial ventilation fans (intake and exhaust) at a rate of 18-20 ACH per hour during the installation process. **Re-occupancy** times remain **24 hours**.
2. The restricted work area must be isolated from other work areas, access must be controlled and the area must be well marked with signs and caution tape.
3. Metal stud framing must be securely fastened to the top and bottom tracks and stiffener studs must be installed. The expansion of the foam during the curing process may cause the studs to twist if not secured properly ahead of time.

Existing Homes and Renovations

1. The home must be uninhabited (including pets) during the application of spray foam and at a minimum 24 hours after the process is completed. This timeline could be extended depending on the environmental and ventilation conditions. If during the application process personnel arrive at the worksite without proper respiratory protection, they will be asked to leave. If they do not, the SPF installers will stop application until the restricted area is clear.
2. All staples, nails, lathe, old drywall or plaster must be COMPLETELY removed from the face of the studs and/or substrate prior to the installation of the SPF.
3. Caution must be taken when spraying rooflines that may have been framed with interior rated lumber (very common in garage ceilings, especially 24" oc framing) as the heat of the SPF may cause slight cupping in the sheathing.
4. If we are accessing the spray foam area through a closet or pantry, these areas must be clear of all personal belongings so that we can fit our ladders and to avoid issues with overspray that may make its way out of the spray area.

Your home or building is a very complex system and any change can have an effect on other parts of your structures environment. It is important that you understand how spray foam insulation could affect those other environmental systems in your home. We highly recommend that you consult with an HVAC professional to make sure your home or building's HVAC system is properly sized and properly vented for the more efficient building envelope. Following is a brief discussion of 4 key areas of the home or building that need special consideration:

HVAC (Heating, ventilation, air-conditioning system)

One of the primary benefits of spray foam is that it reduces air leakage through the building envelope. The reduction of air leakage results in an immediate reduction in energy consumption, which leads to long term energy savings. However, we strongly recommend that an HVAC expert be consulted to address any potential air quality concerns pertaining to the

decrease in air leakage. In some instances, your HVAC consultant may recommend the installation of an HRV or ERV (Heat Recovery Ventilator/Energy Recovery Ventilator) to improve overall air quality of the home.

Your current HVAC systems could become oversized as a result of adding spray foam insulation to your home due to the increased thermal efficiency of the new foam. This could cause the HVAC system to short cycle which would have an impact on the comfort and efficiency of your home. An HVAC consultant should be contacted to ensure that your HVAC system is properly sized for the more efficient building envelope associated with spray foam insulation.

COMBUSTIBLE AIR

When SPF is applied in attics or other areas where there are gas appliances (such as furnaces or hot water tanks), this could create a condition where the lack of combustible air violated mechanical code. Consequently, a mechanical contractor should be consulted (HVAC or plumber). Without sufficient combustible air, gas appliances will not operate correctly (i.e. may cause back drafting of flue gases like carbon monoxide).

VENTS

Ideally vents (i.e. bath fans, kitchen fans, dryer) terminate into an area outside the thermal envelope. In some instances, the application of SPF places those vent terminations within the thermal envelope. In order to mitigate any health and safety concerns, those vents must be routed outside the new thermal envelope. This will help reduce increases in moisture levels, condensation, and odors.

UNVENTED ATTICS

When applying spray foam installation on the attic roof deck, ventilation in the structure will be closed off. This is done to achieve one of the key benefits of a closed attic assembly, which is to stop attic air loss. **The existing insulation in the attic must be removed.** This insulation has the ability to leach the odor of the curing foam, and this odor can linger indefinitely within the pre-existing insulation. Furthermore, the 2006 International Residential Code (IRC) specifically states all insulation and vapor barriers must be removed from the attic floor when transforming a vented attic into an unvented attic. By code and industry building practices, there must not be any vapor or thermal barrier between the occupied area and the attic.

I have read and understand the SPF Insulation Fact Sheet (Fact Sheet). I understand that my IBP sales rep is available to answer any questions I have regarding this Fact Sheet.

FILL IN ALL REVELANT FIELDS BELOW

Job Site Address	273 Chester Tpke, AUBURN NH 03032
Customer Name (print)	Town of Auburn NH
Customer Signature/Date	
Sales Rep Name (print)	Bob Pouliot
Sales Rep Signature/Date	

**Town of Auburn
Board of Selectmen
Town Hall
Stritch Meeting Room
August 21, 2023
Draft Minutes
7:00 PM**

Selectmen Present: Keith Leclair, Michael Rolfe and Tom Carroll

Others Present: Jeff Porter, Conservation Commission, Police Chief Ray Pelton, Mike DiPietro, Town Administrator Chris Sterndale and Recording Secretary Nancy Hoijer

I. Call to Order

Mr. Leclair called the meeting to order at 7:01 PM and led the Pledge of Allegiance.

II. Public Comments

Mr. Leclair asked if there were any comments from the public at 7:01 PM and there were none.

III. Appointments with the Board

IV. Consent Agenda

Mr. Leclair read out loud, and offered for inspection, the Consent Agenda dated August 21, 2023 which consisted of a payroll manifest dated August 2, 2023 in the amount of \$71,808.62, an accounts payable manifest dated August 21, 2023 in the amount of \$64,075.40, an appointment to the Robert Frost/Old Stage Coach Scenic Byway Council, issuance of a raffle permit for the Friends of the Griffin Free Public Library and a surety reduction for Map 10, Lot 19 Chinburg Development from \$1.35 M to \$.31 M.

Mr. Rolfe motioned to approve the Consent Agenda for August 21, 2023. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

V. New Business

A. Highway Planning

Town Administrator Sterndale provided the Board with a spreadsheet of proposed configuration and costs, in draft form, dated 8/23, resulting from discussions at the Highway Planning Committee meetings. He itemized proposed salaries for consideration in the event a Roads & Facilities Manager and Roads & Facilities Maintainer are hired when Road Agent Dross retires and estimated costs for the two vehicles, fuel and maintenance. The spreadsheet provided estimates for work on the garage facility for insulation, bathroom renovation, well and a desk and IT at Town Hall.

The Board discussed the lead time in ordering the two F-550s (or equivalent) which Mr. Carroll recommended specifying out so the Town is not paying for things it doesn't need. He noted it will save on cost but delivery time will be longer. The Board asked Chief Pelton to identify any cruisers that may be retired that the Highway Department could make use of while the Town awaits delivery. Chief Pelton noted that the Police Department's lead time to order a hybrid cruiser is 12 months and the Department will have one vehicle to turn over with about 80,000 miles on it.

The Board discussed how to fund the Highway vehicle purchases. The Board considered the pros and cons of funding with ARPA and reviewed the warrant article language of the Fleet Maintenance account. The Board agreed Mr. Carroll would contact the dealership and work on an estimate so the vehicles could be ordered soon. Chief Pelton will provide information for the Ford dealership he deals with in Massachusetts.

Mr. Sterndale reported that he has contacted insulating contractors and well drillers for estimates for the Highway garage renovations. The Board recommended getting estimates from Skillings and Tasker.

B. Depot Road Relocation

Town Administrator Sterndale provided the Board with a plan concerning the relocation of Depot Road and reviewed the items needed to complete the land swap with Manchester Water Works approved in March. He questioned what would be done with the abutting property which the Board informed would be green space. He discussed plans for final grading and how the driveway access for one resident will be configured.

C. Hooksett Road Storm Damage/Highway Budget

Town Administrator Sterndale provided the Board with a spreadsheet of costs associated with the heavy rain storm 3-4 weeks ago and how to fund the unanticipated expense, totaling as of August 2nd, \$28,715.80. Mr. Rolfe reported that asphalt still has to be cut which is an additional \$3,000. The Board noted that Road Agent Dross had established an emergency fund for storm events but questioned whether the amount should come from that or be paid for out of the Highway budget. Mr. Sterndale provided the Board with a spreadsheet of expenditures to date of the Highway budget and starting draft for next year's budget.

Mr. Sterndale indicated the cost could come from either fund and the Board agreed to leave it as a Highway budget cost for now because the winter sub line may be over. The Board agreed as a contingency if the funds were not available in the budget before January the storm fund could be used.

D. Conservation Commission – Jeff Porter

Mr. Porter reported that the Commission will be holding a public hearing on September 12, 2023 at 7:00 PM at Town Hall to discuss the proposed Conservation purchase of land for \$375,000 to come from the Conservation Fund. The 73-acre, Lot 8-15 Eaton Hill

property would be contiguous with another 120 acre protected parcel, when combined will total 190 acres. He noted the easement could be held by the Town or South East Land Trust (SELT). Mr. Porter reported the balance of the Conservation Fund was approximately \$1M.

Chief Pelton asked how long the easement would be for and Mr. Porter indicated the easement would be in perpetuity.

E. Massabesic Senior Citizens

The Board reviewed a proposal dated 7/20/23 provided by Massabesic Senior Citizens detailing ways that the Town could assist the Seniors in the Town of Auburn such as transportation, food, shopping, fuel assistance, health and recreation.

VI. Old Business

A. MS-4 Expenditures Landfill Monitoring/Culverts

Town Administrator Sterndale provided the Board with an estimate of the cost of consulting with Stantec for the MS-4 expenses for outfalls discussed at an earlier meeting and provided a copy of those meeting minutes for review. Mr. Sterndale provided estimates for \$8,000 for consulting services for the MS-4 and \$4,100 for landfill monitoring which can become part of the Highway Department's Storm Water Maintenance budget line.

B. Cell Tower

Mr. Sterndale reported that Manchester Water Works appeared receptive to discussing the concept of providing the Town with a location for a potential cell tower discussed at the last meeting in order to provide coverage to areas having service issues.

VII. Committee Reports

Mr. Rolfe reported that the Planning Board met and discussed surety reduction for Auburn Self Storage and for Chinburg (the Cliffs). The Board received a plan to extend Silver Hill Road to build another house, which is Class VI and would need to go through the process for approval by the Board of Selectmen.

Mr. Carroll reported that Parks & Recreation met and that Highway Safety who meets again in September received correspondence requesting speed bumps on Lover's Lane.

VIII. Minutes

August 7, 2023 Public Meeting Minutes

Mr. Rolfe motioned to approve the August 7, 2023 public meeting minutes. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed 3-0-0.

IX. Adjournment

Mr. Rolfe motioned to adjourn the meeting at 8:05 PM. Mr. Carroll seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Respectfully submitted,

Nancy Hoijer, Recording Secretary