

**Town of Auburn
BUDGET COMMITTEE
Town Hall
November 10, 2016**

7:00 PM

Approval of Meeting Minutes:

- Meeting of November 3rd, 2016

Budget Presentations:

- | | |
|--|---------|
| ▪ Planning and Zoning (Ron Poltak) | 7:05 PM |
| ▪ Parks & Recreation (David Nye) | 7:15 PM |
| ▪ Ambulance Service (Adele Frisella / Bill Herman) | 7:40 PM |
| ▪ Fire Truck Lease/Purchase (Adele Frisella / Bill Herman) | 7:45 PM |
| ▪ Fire Dispatch Services (Adele Frisella / Bill Herman) | 7:50 PM |
| ▪ Regional Associations (Adele Frisella / Bill Herman) | 7:55 PM |
| ▪ Street Lights (Adele Frisella / Bill Herman) | 8:00 PM |
| ▪ Debt Service (Adele Frisella / Bill Herman) | 8:05 PM |

Other Business:

Adjourn:

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (603) 483-5052, or contact the Committee Secretary so that arrangements can be made."

BUDGET COMPARISON -- FY '16 and FY '17 RUNNING TOTAL

<u>Department</u>	<u>2016 Appropriations</u>	<u>2017 Approved</u>	<u>Difference</u>
Executive	225,213		
Election & Registration	90,487	1,400	
Financial Administration	98,440	4,600	
Legal Expense	65,000	57,000	(8,000)
Personnel Administration	382,079		
Planning & Zoning	70,102		
General Government Buildings	80,085		
Cemeteries	30,450		
Insurance	102,525		
Regional Associations	8,121		
Other General Government	105,473		
Police	1,124,447		
Ambulance	76,269		
Fire	429,415	181,040	
Building Inspection	65,171	10,600	
Emergency Management	1,951		
Other Public Safety (Details)	1,000		
Highways & Streets	935,464	941,002	
Bridges	0	0	0
Street Lighting	13,500		
Solid Waste	11,925	11,500	(425)
Health Officer	2,549	450	
Animal Control	19,988	2,990	
Health Agencies	5,614	5,800	186
Public Assistance	21,935	15,000	
Intergovernmental Welfare	4,471	4,471	0
Parks & Recreation	100,264		
Library	143,975		
Patriotic Purposes	6,500	6,650	150
Conservation Commission	2,753		
Debt Service	3		
<u>Capital Outlay</u>			
Fire Truck	72,696		
Road Reconstruction	800,000		
Recreation Improvement	41,500		
TOTAL	\$5,139,365	\$1,242,503	(\$8,089)
Special Warrant Articles			
Collective Bargaining Agreement	12,418		
Mosquito Control	34,675		
Town Buildings CRF	30,000		
Cemetery Maintenance ERF	4,000		
Accrued Benefits ERF	50,000		
GRAND TOTAL	\$5,270,458	\$1,242,503	(\$8,089)

2017 PROPOSED PLANNING & ZONING
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of October				
Planning & Zoning									
1 01-4191-3-320-1 P/Z Engineering Services Narrative for Column # 8 BOS approved 11/7/2016.	2,025.50	1,009.50	0.00	3,000.00	382.30	3,000.00		3,000.00	
2 01-4191-3-350-1 P/Z Legal Expenditures Narrative for Column # 8 BOS approved 11/7/2016.	8,477.85	13,578.20	9,566.75	29,000.00	10,949.14	21,500.00	-26%	21,500.00	
3 01-4191-3-390-1 P/Z Maps Narrative for Column # 8 BOS approved 11/7/2016.	0.00	0.00	0.00	250.00	0.00	250.00		250.00	
4 01-4191-3-390-2 Master Plan & Regulatory Updates Narrative for Column # 8 BOS approved 11/7/2016.	0.00	0.00	8,444.25	31,950.00	1,712.39	3,000.00	-91%	3,000.00	
5 01-4191-3-390-3 P/Z Recording Fees Narrative for Column # 8 BOS approved 11/7/2016.	37.38	49.93	0.00	250.00	12.47	250.00		250.00	
6 01-4191-6-620-1 P/Z Printing Narrative for Column # 8 BOS approved 11/7/2016.	0.00	664.00	0.00	1,000.00	0.00	1,000.00		1,000.00	
7 01-4191-6-645-0 P/Z Dues, Workshops, Seminars Narrative for Column # 8 BOS approved 11/7/2016.	455.00	155.00	920.00	600.00	655.00	1,200.00	100%	1,200.00	
8 01-4191-6-650-1 P/Z Books Narrative for Column # 8 BOS approved 11/7/2016.	132.00	0.00	226.95	500.00	756.00	500.00		500.00	
9 01-4191-6-670-1 P/Z Printed Forms & Supplies Narrative for Column # 8 BOS approved 11/7/2016.	0.00	41.82	0.00	50.00	0.00	50.00		50.00	
10 01-4191-6-680-1 P/Z Legal Ads Narrative for Column # 8 BOS approved 11/7/2016.	2,525.28	1,957.05	2,628.24	3,000.00	2,055.95	3,000.00		3,000.00	
Grand Total:	13,653.01	17,455.50	21,786.19	69,600.00	16,523.25	33,750.00	-52%	33,750.00	0.00

2017 PROPOSED PARKS & RECREATION
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
General Fund	As of December	As of December	As of December	As of December	As of October				
Parks & Recreation									
1 01-4520-0-001-1 Narrative for Column # 6 Recreation Senior Trips Funding for two trips - one in the spring and one in the fall. Narrative for Column # 8 BOS approved 10/17/2017.	7,693.98	4,198.45	10,586.71	12,500.00	8,808.67	7,000.00	-44%	7,000.00	
2 01-4520-0-001-2 Narrative for Column # 6 Summerfest, \$8,100; Two Concerts, \$2,000; Coffee house, \$800; Winter Carnival \$1,800. Narrative for Column # 8 BOS approved 10/17/2017.	7,793.93	11,523.03	12,376.64	14,500.00	14,445.35	13,600.00	-6%	13,600.00	
3 01-4520-0-001-3 Narrative for Column # 6 Recreation Basketball Program New nets, stripe courts Narrative for Column # 8 BOS approved 10/17/2016.	816.78	0.00	0.00	600.00	0.00	800.00	33%	800.00	
4 01-4520-0-001-4 Narrative for Column # 8 Recreation Ski Program BOS approved 10/17/2016.	2,485.50	2,461.40	2,601.50	2,800.00	2,655.92	2,800.00		2,800.00	
5 01-4520-0-001-5 Narrative for Column # 8 Recreation Community Service Award BOS approved 10/17/2016.	438.20	144.00	0.00	400.00	400.00	250.00	-38%	250.00	
6 01-4520-0-001-7 Narrative for Column # 6 Recreation Soccer Program Pallet of Paint \$600; Two nets \$200. Narrative for Column # 8 BOS approved 10/17/2016.	413.91	2,123.19	1,531.70	600.00	1,010.00	800.00	33%	800.00	
7 01-4520-0-001-8 Narrative for Column # 6 Recreation Senior Dinners Holiday dinner, \$1,000; Senior BBQ, \$500. Narrative for Column # 8 BOS approved 10/17/2016.	822.11	866.81	985.95	1,500.00	1,159.28	1,500.00		1,500.00	
8 01-4520-1-420-1 Narrative for Column # 6 Recreation Secretary Salary	9,527.32	10,329.58	10,876.09	10,912.00	3,773.28	0.00	-100%	0.00	
9 01-4520-1-420-2 Narrative for Column # 8 Recreation Maintenance Worker	13,782.22	16,438.26	17,952.16	18,892.00	23,287.05	0.00	-100%	0.00	
10 01-4520-2-250-1 Narrative for Column # 8 Recreation Mileage Reimbursement BOS approved 10/17/2016.	483.50	527.20	365.17	750.00	863.40	800.00	7%	800.00	
11 01-4520-3-360-1 Narrative for Column # 6 Recreation Playground & Parks Bug spray, hardware, nuts and bolts.	5,169.36	13,152.53	926.27	2,000.00	858.00	2,000.00		2,000.00	

2017 PROPOSED PARKS & RECREATION
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
Narrative for Column # 8 BOS approved 10/17/2016.									
12 01-4520-5-520-1 Recreation Electricity Narrative for Column # 6 Additional lights for new parking lot. Narrative for Column # 8 BOS approved 10/17/2016.	1,431.60	1,875.40	2,360.74	2,400.00	1,806.95	2,500.00	4%	2,500.00	
13 01-4520-5-550-0 Recreation General Maintenance Narrative for Column # 6 Kid Cushion/Apple Tree, 800; Brick Walkway Repair/Circle of Fun, \$1,500; Kid Cushion/Apple Tree, 800; Edging and loaming/Circle of Fun, \$1,800. Narrative for Column # 8 BOS approved 10/17/2016.	1,360.28	2,382.60	9,127.02	21,500.00	21,844.74	7,900.00	-63%	7,900.00	
14 01-4520-5-550-4 Recreation Ice Rink Narrative for Column # 6 Problem with retaining water. Sealing or repairing, \$1,500; Sealing basketball court, \$1,500. Narrative for Column # 8 BOS approved 10/17/2016.	22,469.27	4,238.19	150.00	1,000.00	0.00	3,000.00	200%	3,000.00	
15 01-4520-5-560-1 Recreation Trash Removal Narrative for Column # 6 Dumpster/Edwards Field and various replacement trash cans. Narrative for Column # 8 BOS approved 10/17/2016.	0.00	0.00	0.00	600.00	0.00	300.00	-50%	300.00	
16 01-4520-5-560-2 Recreation Chemical Toilets Narrative for Column # 8 BOS approved 10/17/2016.	5,284.67	4,533.65	5,188.58	5,400.00	5,273.06	5,400.00		5,400.00	
17 01-4520-6-670-0 Recreation Phone & Office Supplies Narrative for Column # 8 BOS approved 10/17/2016.	0.00	0.00	455.19	500.00	656.51	800.00	60%	800.00	
18 01-4520-9-940-1 Recreation Improvements	14,168.99	6,882.14	38,574.25	0.00	0.00	0.00		0.00	0.00
Parks & Recreation Total	94,144.62	89,686.42	113,957.97	96,764.00	86,842.21	49,450.00	-49%	49,450.00	0.00
Grand Total:	94,144.62 5666304	89,686.42 4828845	113,957.97 4665517	96,764.00 6705000	86,842.21 5978188	49,450.00	-49%	49,450.00	0.00

2017 PROPOSED AMBULANCE
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
As of December	As of December	As of December	As of December	As of December	As of October				
General Fund									
Ambulance									
1 01-4215-3-390-1 Derry Ambulance Service	54,697.63	60,167.00	66,184.00	76,269.00	72,802.50	80,083.00	5%	80,083.00	
Narrative for Column # 8									
BOS approved 11/7/2016.									
Ambulance Total	54,697.63	60,167.00	66,184.00	76,269.00	72,802.50	80,083.00	5%	80,083.00	0.00
Grand Total:	54,697.63	60,167.00	66,184.00	76,269.00	72,802.50	80,083.00	5%	80,083.00	0.00

Term	Annual Payment
YEAR — 1 (JULY 1, 2013 - JUNE 30, 2014)	\$57,302
YEAR — 2 (JULY 1, 2014 - JUNE 30, 2015)	\$63,033
YEAR — 3 (JULY 1, 2015 - JUNE 30, 2016)	\$69,336
YEAR — 4 (JULY 1, 2016 - JUNE 30, 2017)	\$76,269
YEAR — 5 (JULY 1, 2017 - JUNE 30, 2018)	\$83,896

34,668

38,135

41,948

4.2 The Town of Derry Fire Department shall invoice the Town of Auburn at least thirty (30) days prior to the payment due date, provided that this Agreement is not cancelled as herein specifically permitted during its term. In the event of such cancellation, payment due shall be prorated to the date of termination and no further payments shall be due for any period after the date of termination.

4.3 All payments shall be sent to:

Tax Collector
Town of Derry
PO Box 405
Derry, New Hampshire 03038-0405

4.5 All other correspondence and notices other than legal notices as outlined in paragraph 3.3 shall be sent to:

Fire Chief
Derry Fire Department
14 Manning Street
Derry, New Hampshire 03038

5. CONTRACT TERMS

5.1. The Town of Derry has the right to request negotiations on raising the fee annually. The Town of Derry must notify the Town of Auburn, in writing, no later than September 1, of each year, if it wishes to exercise this right. Any increases in fees must be approved by the Town of Auburn Board of Selectmen within thirty (30) days of the proposed fee increase. If the Town of Auburn Board of Selectmen does not approve the fee increases, then the Contract shall terminate without further action of either party on July 1st of the following year.

5.2 Auburn reserves the right to cancel this agreement for breach of the conditions contained in the agreement 120 calendar days after the date upon notifying the Town of Derry in writing,

2017 MACHINERY, VEHICLES & EQUIPMENT
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
As of December	As of December	As of December	As of December	As of December	As of October				

Machinery, Vehicles & Equipment

1 01-4902-7-700-1 Fire Apparatus Lease/Purchase
Narrative for Column # 8
BOS approved 11/7/2016.

Grand Total:

75,517.41	75,518.21	72,695.61	72,696.00	72,695.61	72,696.00			72,696.00	
75,517.41	75,518.21	72,695.61	72,696.00	72,695.61	72,696.00		0%	72,696.00	0.00

2017 PROPOSED FIRE
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
General Fund	As of December	As of December	As of December	As of December	As of October				
Fire Department									
1 01-4220-3-390-5 Narrative for Column # 6	35,282.00	38,810.00	41,674.00	44,824.00	43,757.00	45,945.00	3%	45,945.00	44,824.00
Negotiated contract with Derry Fire for dispatch services. Would like to increase line by \$1,121 to correct amount according to contract, see attached									
Narrative for Column # 8									
BOS approved 10/31/2016. BOS approved new amount 11/7/2016.									
Narrative for Column # 9									
Budget Committee approved 11/3/2016									
Fire Department Total	35,282.00	38,810.00	41,674.00	44,824.00	43,757.00	45,945.00	3%	45,945.00	44,824.00
Grand Total:	35,282.00	38,810.00	41,674.00	44,824.00	43,757.00	45,945.00	3%	45,945.00	44,824.00

3. COMPENSATION

3.1 The maximum annual value of this contract is specified below per year of the agreement. The Town of Derry / Derry Fire Department shall invoice the Town of Auburn the said contract value and shall submit its invoice to the Town of Auburn on or before June 30th for the assigned annual payment.

TERM	ANNUAL PAYMENT
YEAR 1 (JULY 1, 2015-JUNE 30, 2016)	\$42,690
YEAR 2 (JULY 1, 2016-JUNE 30, 2017)	\$44,824
YEAR 3 (JULY 1, 2017-JUNE 30, 2018)	\$47,065
YEAR 4 (JULY 1, 2018-JUNE 30, 2019)	\$49,418
YEAR 5 (JULY 1, 2019-JUNE 30, 2020)	\$51,888

If the Town of Derry increases and maintains staffing levels at two (2) trained Fire / EMS dispatchers for the reception and transmittal of all emergency calls at all times, then an additional annual fee, based upon the Town of Auburn's prorated share of the cost by population and dispatches would be due:

TOWN	ANNUAL PAYMENT
Auburn	.25 of 50% of projected new hire expense (not to exceed \$15,000)

2017 PROPOSED ADVERTISING & REGIONAL ASSOCIATIONS
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
	As of December	As of December	As of December	As of December	As of October				
General Fund									
Advertising & Regional Assoc									
1 01-4197-0-001-1 NH Municipal Association	4,113.77	4,546.86	4,551.00	4,531.00	4,831.00	5,049.00	5%	5,049.00	
Narrative for Column # 8									
BOS approved 11/7/2016.									
2 01-4197-0-001-2 Southern NH Planning	3,176.46	3,158.83	3,215.51	3,290.00	3,289.86	3,534.48	7%	3,534.00	
Narrative for Column # 8									
BOS approved 11/6/2016.									
Advertising & Regional Assoc Total	7,290.23	7,805.69	7,866.51	8,121.00	8,120.86	8,583.48	6%	8,583.00	0.00
Grand Total:	7,290.23	7,805.69	7,866.51	8,121.00	8,120.86	8,583.48	6%	8,583.00	0.00



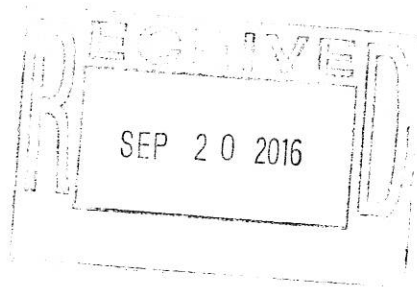
SNHPC

Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
www.snhpc.org

September 6, 2016

Ron Poltak, Planning Board Chair
Town of Auburn
P.O. Box 309
Auburn, NH 03032



Re: SNHPC Membership Fee - Fiscal Year 2018

Dear Mr. Poltak:

Please be advised the Town of Auburn's membership fee for the period of July 1, 2017 to June 30, 2018 will be in the amount of **\$3,534.48**.

The membership fee for Auburn is based upon a rate of \$0.665 per capita applied to the 2015 population estimate for your municipality, which is 5,315. The New Hampshire Office of Energy and Planning, under RSA-A:25, has prepared this estimate which will, in part, be used in the distribution of rooms and meals tax funds for your town.

Thank you for your participation and support. We look forward to working with you again next year.

Sincerely,

SOUTHERN NEW HAMPSHIRE
PLANNING COMMISSION

David J. Preece, AICP
Executive Director/CEO

DJP/lm

Enclosure

cc: SNHPC Representatives
Town Planner

NHMA 2017 Dues

4% Increase, Min \$1,020, Max \$26,780

	2017 Dues	2016 Dues	Difference	
			\$	%
Total	1,081,990	1,040,374	41,616	4.00%
Acworth	1,020	980	40	4.08%
Albany	1,020	980	40	4.08%
Alexandria	1,465	1,402	64	4.54%
Allenstown	3,173	3,067	106	3.45%
Alstead	1,594	1,510	84	5.55%
Alton	7,599	7,472	126	1.69%
Amherst	11,360	10,774	587	5.45%
Andover	2,034	1,986	47	2.39%
Antrim	2,128	2,067	61	2.93%
Ashland	1,863	1,839	24	1.30%
Atkinson	6,545	6,220	326	5.24%
Auburn	5,049	4,831	218	4.52%
Barnstead	3,890	3,732	157	4.22%
Barrington	7,604	7,380	224	3.04%
Bartlett	4,664	4,431	233	5.26%
Bath	1,020	980	40	4.08%
Bedford	23,719	22,286	1,433	6.43%
Belmont	6,045	5,670	376	6.63%
Bennington	1,128	1,075	53	4.92%
Benton	1,020	980	40	4.08%
Berlin	6,880	6,623	257	3.89%
Bethlehem	2,101	2,052	49	2.39%
Boscawen	2,893	2,807	87	3.08%
Bow	7,735	7,373	362	4.91%
Bradford	1,502	1,485	17	1.13%
Brentwood	4,282	4,096	186	4.54%
Bridgewater	1,727	1,655	72	4.33%
Bristol	3,114	2,962	152	5.14%
Brookfield	1,020	980	40	4.08%
Brookline	4,505	4,334	172	3.96%
Campton	3,014	2,934	80	2.72%
Canaan	3,192	3,101	91	2.94%
Candia	3,426	3,270	156	4.76%
Canterbury	2,085	1,979	106	5.34%
Carroll	1,405	1,366	39	2.85%
Center Harbor	1,720	1,766	(46)	-2.58%
Charlestown	3,630	3,566	63	1.78%
Chatham	1,020	980	40	4.08%
Chester	4,327	4,071	256	6.28%

2017 PROPOSED PUBLIC LIGHTING (STREET)

TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
As of December	As of December	As of December	As of December	As of December	As of October				
Street Lighting									
1 01-4316-3-390-1	12,785.17	13,335.81	13,284.22	13,500.00	9,612.52	13,500.00		13,500.00	
Narrative for Column # 8									
BOS approved 11/7/2016.									
Grand Total:	12,785.17	13,335.81	13,284.22	13,500.00	9,612.52	13,500.00	0%	13,500.00	0.00

2017 PROPOSED DEBT SERVICE
TOWN OF AUBURN

	1 Expended 2013	2 Expended 2014	3 Expended 2015	4 Budgeted 2016	5 Expended YTD 2016	6 Dept/Comm Request 2017	7 % Chg 16/17	8 BOS Approved 2017	9 Budget Comm Approved 2017
As of December	As of December	As of December	As of December	As of December	As of October				
General Fund									
Principle on LT Bonds & Notes									
1 01-4711-4-410-1 Long Term Bond Principle	0.00	0.00	0.00	1.00	0.00	1.00	1.00	1.00	
Narrative for Column # 8									
BOS approved 11/7/2016.									
Principle on LT Bonds & Notes Total									
	0.00	0.00	0.00	1.00	0.00	1.00	0%	1.00	0.00
Interest on LT Bonds & Notes									
2 01-4721-4-420-1 Long Term Bond Interest	0.00	0.00	0.00	1.00	0.00	1.00	1.00	1.00	
Narrative for Column # 8									
BOS approved 11/7/2016.									
Interest on LT Bonds & Notes Total									
	0.00	0.00	0.00	1.00	0.00	1.00	0%	1.00	0.00
Interest on Tax Anticipation									
3 01-4723-4-420-1 Tax Anticipation Interest	0.00	0.00	0.00	1.00	0.00	1.00	1.00	1.00	
Narrative for Column # 8									
BOS approved 11/7/2016.									
Interest on Tax Anticipation Total									
	0.00	0.00	0.00	1.00	0.00	1.00	0%	1.00	0.00
Grand Total:									
	0.00	0.00	0.00	3.00	0.00	3.00	0%	3.00	0.00