

**Town of Auburn
BUDGET COMMITTEE
Town Hall
November 9, 2017**

7:00 PM

Approval of Meeting Minutes

- Meeting of October 26, 2017

Budget Presentations:

- | | |
|---|---------|
| ▪ Cemeteries (Don Dollard) | 7:05 PM |
| ▪ Supervisors of the Checklist (Susan Jenkins) | 7:15 PM |
| ▪ Tax Collector (Susan Jenkins) | 7:20 PM |
| ▪ Town Clerk (Kathy Sylvia) | 7:30 PM |
| ▪ Parks & Recreation (Parks & Recreation Commission) | 7:40 PM |
| ▪ Recreation Improvements (Parks & Recreation Commission) | 8:00 PM |
| ▪ Griffin Free Public Library (Library Trustees & Kathy Gowney) | 8:15 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."

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
Fax: (603) 483-0518
E-Mail:
townadmin@townofauburnnh.com

To: Budget Committee

From: Bill Herman, CPM, Town Administrator
Cc: Adele Frisella, Finance Director
Date: November 7, 2017
Re: FY 2017 Budget Adjustments

In follow-up to your discussions at your October 26th meeting concerning the potential of identifying budget adjustments the Board of Selectmen made during the year, we wanted to provide you with the following information.

The Board only made one formal adjustment during the course of 2017. On March 27, 2017, the Board formally voted to cover the costs for unanticipated and necessary repairs for the Auburn Fire Department's Engine One. These repairs cost a total of \$17,800.85, which was paid through the following budget accounts:

01-4140-6-620-1	Town Report	\$ 800.00
01-4130-6-660-2	Voter Guide	223.96
01-4150-1-120-3	Budget Committee Secretary	1,000.00
01-4153-3-350-1	Legal Expenditures	4,000.00
01-4191-3-350-1	P/Z Legal Expenditures	2,000.00
01-4194-5-560-1	Plant Costs	120.00
01-4442-0-002-1	General Welfare Assistance	1,000.00
01-4909-9-930-0	Road Reconstruction	8,656.89

In addition, the Board has absorbed significant cost items in several areas which will result in those appropriation lines running higher than planned due to unanticipated items or issues including:

	Election & Registrations <i>(Two Special Elections)</i>	4,750.00
01-4324-5-390-0	Landfill Monitoring <i>(PFOA Testing required by NHDES)</i>	10,000.00
01-4199-3-310-2	General Consulting Services <i>(Building Designs & Plans for Project)</i>	8,880.00

Thank you for your consideration.

2018 PROPOSED CEMETERY TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
	As of December	As of December	As of December	As of December	As of November	2018		2018	2018
General Fund									
Cemeteries									
1 01-4195-3-380-0 Cemetery Mowing	9,567.50	8,635.00	11,855.00	11,000.00	10,810.00	11,500.00	5%	11,500.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
2 01-4195-3-380-1 Cemetery Fertilization	132.96	1,130.00	1,130.00	1,200.00	1,130.00	1,130.00	-6%	1,130.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
3 01-4195-3-388-0 Cemetery Property Maintenance	5,348.27	8,741.89	0.00	9,000.00	7,267.55	7,000.00	-22%	7,000.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
4 01-4195-3-390-0 Cemetery Mapping	4,534.40	6,876.00	6,132.50	2,500.00	0.00	1,500.00	-40%	1,500.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
5 01-4195-5-550-2 Longmeadow Cemetery	0.00	0.00	0.00	10,000.00	4,455.50	2,000.00	-80%	2,000.00	_____
Narrative for Column # 6									
Amount coming from Trust Fund Interest. Need to encumber amount remaining (\$5,545.50); contracted work to be completed in 2018.									
Narrative for Column # 8									
BOS approved 11/7/2017.									
6 01-4195-5-660-0 Cemetery Supplies	714.63	356.78	722.21	900.00	92.50	600.00	-33%	600.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
7 01-4195-5-690-0 Cemetery Miscellaneous	435.53	52.22	0.00	500.00	206.87	300.00	-40%	300.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
8 01-4195-5-720-0 Cemetery Mileage	0.00	0.00	0.00	0.00	0.00	300.00	100%	300.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
9 01-4195-6-645-0 Cemetery Dues & Membership	0.00	20.00	50.00	100.00	50.00	100.00		100.00	_____
Narrative for Column # 8									
BOS approved 11/7/2017.									
Cemeteries Total	20,733.29	25,811.89	19,889.71	35,200.00	24,012.42	24,430.00	-31%	24,430.00	0.00
Grand Total:	20,733.29	25,811.89	19,889.71	35,200.00	24,012.42	24,430.00	-31%	24,430.00	0.00

2018 PROPOSED ELECTION, REGISTRATION & VITAL STATS

TOWN OF AUBURN

	1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of November	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
General Fund									
Election, Regis & Vital Stats									
1 01-4140-1-165-5 Checklist Supervisors	2,560.00	640.00	5,187.25	1,400.00	1,231.75	3,200.00	129%	3,200.00	_____
<i>Narrative for Column # 6</i> 3 Election instead of one, SB3 requires more time spent on reporting for Supervisors of the Checklist. <i>Narrative for Column # 8</i> BOS approved 9/25/2017.									
Election, Regis & Vital Stats Total	2,560.00	640.00	5,187.25	1,400.00	1,231.75	3,200.00	129%	3,200.00	0.00
Grand Total:	2,560.00	640.00	5,187.25	1,400.00	1,231.75	3,200.00	129%	3,200.00	0.00

2018 PROPOSED FINANCIAL ADMINISTRATION TOWN OF AUBURN

	1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of November	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
General Fund									
Financial Administration									
1 01-4150-3-310-2 Deed Research	0.00	0.00	210.00	500.00	320.00	500.00		500.00	
Narrative for Column # 8 BOS approved 9/25/2017.									
2 01-4150-3-330-2 Annual Assessing Update	26,700.96	26,977.21	28,175.00	27,000.00	26,724.97	83,400.00	209%	83,400.00	83,400.00
Narrative for Column # 6 Statistical Update Year: Narrative for Column # 8 BOS approved 9/11/2017. Narrative for Column # 9 Budget Committee approved 10/26/2017.									
3 01-4150-6-620-1 Tax Bill Printing	2,798.14	2,283.75	3,494.54	3,000.00	2,226.59	3,000.00		3,000.00	
Narrative for Column # 8 BOS approved 9/25/2017.									
4 01-4150-6-645-1 Tax Collector Education	1,254.70	1,735.85	946.00	1,100.00	870.00	1,100.00		1,100.00	
Narrative for Column # 8 BOS approved 9/25/2017.									
Financial Administration Total	30,852.80	30,996.81	32,825.54	31,000.00	24,141.56	88,000.00	178%	88,000.00	83,400.00
Grand Total:	30,852.80	30,996.81	32,825.54	31,000.00	24,141.56	88,000.00	178%	88,000.00	83,400.00
	405284	401960	465054	460000	341659	460000		460000	0

2016 PROPOSED ELECTION. REGISTRATION VITAL STATS
TOWN OF AUBURN

		Expended 2014	Expended 2015	Expended 2016	Budgeted 2017	Expended YTD 2017	Dept/Comm Request 2018	% Chg 17/18	BOS Approved 2018	Budget Comm Approved 2018	
Election, Regis & Vital Stats											
1	01-4140-1-165-0	Election Personnal	5,437.50	2,075.00	9,029.70	2,225.00	4,975.00	8,000	260%	8,000.00	_____
3	01-4140-6-620-2	Record Preservation	4,028.64	5,640.00	-	4,000.00	3,600.00	4,000	0%	4,000.00	_____
4	01-4140-6-645-1	Town Clerk Dues & Conferences	1,142.00	1,534.32	1,037.53	1,725.00	1,162.13	2,000	16%	2,000.00	_____
5	01-4140-6-650-1	Law Books	709.21	611.25	779.13	650.00	234.85	700	8%	700.00	_____
6	01-4140-6-660-0	Election Expenses	9,805.13	2,130.46	6,646.15	3,650.00	4,595.94	8,000	119%	8,000.00	_____
7	01-4140-6-660-1	Dog Tags	-	446.33	411.54	500.00	411.54	500	0%	500.00	_____
Election, Regis & Vital Stats Total			21,122.48	12,437.36	17,904.05	12,750.00	14,979.46	23,200.00	82%	23,200.00	

2018 PROPOSED ELECTION, REGISTRATION & VITAL STATS TOWN OF AUBURN

	1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of November	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
General Fund									
Election, Regis & Vital Stats									
1 01-4140-1-165-0 Election Personnel	0.00	0.00	0.00	2,225.00	4,975.00	8,000.00	260%	8,000.00	
Narrative for Column # 8									
BOS approved 10/23/2017.									
2 01-4140-1-165-5 Checklist Supervisors	2,560.00	640.00	5,187.25	1,400.00	1,281.75	3,200.00	129%	3,200.00	
Narrative for Column # 6									
3 Election instead of one, SB3 requires more time spent on reporting for Supervisors of the Checklist.									
Narrative for Column # 8									
BOS approved 9/25/2017.									
3 01-4140-6-620-2 Record Preservation	4,028.64	5,640.00	0.00	4,000.00	3,600.00	4,000.00		4,000.00	
Narrative for Column # 8									
BOS approved 10/23/2017.									
4 01-4140-6-645-1 Town Clerk Dues & Conferences	1,142.00	1,534.32	1,037.53	1,725.00	1,162.13	2,000.00	16%	2,000.00	
Narrative for Column # 8									
BOS approved 10/23/2017.									
5 01-4140-6-650-1 Law Books	709.21	611.26	779.13	650.00	234.85	700.00	8%	700.00	
Narrative for Column # 8									
BOS approved 10/23/2017.									
6 01-4140-6-660-0 Election Expenses	0.00	0.00	0.00	3,650.00	4,595.94	8,000.00	119%	8,000.00	
Narrative for Column # 8									
BOS approved 10/27/2017.									
7 01-4140-6-660-1 Dog Tags	0.00	446.33	411.54	500.00	411.54	500.00		500.00	
Narrative for Column # 8									
BOS approved 10/23/2017.									
Election, Regis & Vital Stats Total	-8,439.85	8,871.91	7,415.45	14,150.00	16,244.24	26,400.00	87%	26,400.00	0.00
Grand Total:	-8,439.85	8,871.91	7,415.45	14,150.00	16,244.24	26,400.00	87%	26,400.00	0.00
	2112248	1243436	1790465	1275000	1497946	2320000		2320000	

8-01-4520-1-420-1	Recreation Secretary Salary	10,320.68	10,876.09	9,627.77	17,318.25	9,682.30	0.00	100%	0.00	
9-04-4520-1-420-2	Recreation Maintenance Worker	15,438.25	17,052.16	25,802.07	25,770.02	19,074.51	0.00	-100%	0.00	
10-01-4520-2-250-1	Recreational Mileage Reimbursement	527.20	365.17	1,196.58	800.00	1,663.81	1,200.00	50%	1,200.00	
Narrative for Column # 6										

2018 PROPOSED PARKS & RECREATION TOWN OF AUBURN

		1 Expended 2014 As of December	2 Expended 2015 As of December	3 Expended 2016 As of December	4 Budgeted 2017 As of December	5 Expended YTD 2017 As of November	6 Dept/Comm Request 2018	7 % Chg 17/18	8 BOS Approved 2018	9 Budget Comm Approved 2018
11 01-4520-3-360-1	Recreation Playground & Parks	13,152.53	926.27	4,210.89	2,000.00	2,289.10	3,000.00	50%	3,000.00	
Narrative for Column # 6 Bug Spray, Swing Hardware, Nuts and Bolts, Pressure Wash Playground Equipment, Paint Electrical Panel Backboard, Install Stairs Per Inspector. Narrative for Column # 8 BOS approved 10/23/2017.										
12 01-4520-5-550-0	Recreation General Maintenance	2,382.60	9,127.02	21,985.71	7,900.00	6,262.79	20,175.00	155%	20,175.00	
Narrative for Column # 6 Kid Cushion - Wayne Eddows \$1,000, and Appletree Parks \$800, Fix Bricks - Bicentennial Park \$800. Electric Line - Bicentennial Park \$2,000, Cut Tree Overhang - Circle of Fun and Apple Tree Parks \$5,900, Clean Monuments \$550, Restripe Handicap Parking Spot \$200, Replace Large Yellow Slide \$1,500, No Parting/No Overnight Parking Signs for Events \$300, Picnic Tables \$600, New Hand Cups for Lion Structure \$50, Shed Doors at Wayne Eddows \$300, Sprinkler Head Repairs & Winterizing \$650, Fertilizer Treatments at Wayne Eddows Fields \$3,300, Fertilizer Treatments at Safety Complex Field \$1,225, Aeration and Overseeding at Wayne Eddows \$1,000. Narrative for Column # 8 BOS approved 11/7/2017.										
13 01-4520-5-550-4	Recreation Ice Rink	4,238.19	150.00	1,183.57	3,000.00	2,491.99	11,300.00	277%	1,800.00	
Narrative for Column # 6 Paint Asphalt Light Green \$3,000, Replace Curbing \$6,500, 25' x 20' apron at parking lot \$1,800. Narrative for Column # 8 BOS approved 10/23/2017. 25' x 20' apron at parking lot \$1,800.										
14 01-4520-5-560-1	Recreation Trash Removal	0.00	0.00	0.00	300.00	170.25	600.00	100%	600.00	
Narrative for Column # 6 Dumpsters and New Containers. Narrative for Column # 8 BOS approved 10/23/2017.										
15 01-4520-5-560-2	Recreation Chemical Toilets	4,533.65	5,188.58	6,223.85	5,400.00	4,978.66	5,400.00		5,400.00	
Narrative for Column # 8 BOS approved 10/23/2017.										
16 01-4520-5-610-0	Recreation Tools	0.00	0.00	0.00	0.00	0.00	9,430.00	100%	5,000.00	
Narrative for Column # 6 Shovels, rakes, hoe, pick, pry bar, lutes, wheel barrow, sledgehammer, hand taper \$846.55; 6.4 x 14 Tandem Axel 2 Ton Dove Tail Trailer \$2,895.00; 3,000 lb Trailer Electric Winch \$279.00; 2 sprayers \$47.98; 4,000 lb Comealong \$54.71; Chainsaw \$293.95, Cordless Drill, Impact Driver, Cordless Sawzall, Assorted Blades, Bits \$437.91; Backpack Blower \$495.00; Skill Saw \$199.00; Plate Compactor w/water tank \$2,695.00; Assorted zipties; Assorted Nuts, Bolts, and Screws, 3 Tarps, Assorted Bunge Cords \$433.72; Assorted hammers, screwdrivers, sockets, pliers, channel lock pliers, allen wrenches, stripped screw remover, etc \$400.00; Gas cans \$79.90; Small compressor with hose and nozzels \$349.89. Narrative for Column # 8 BOS approved 10/23/2017.										
17 01-4520-6-670-0	Recreation Office Supplies	0.00	455.19	751.12	200.00	108.32	200.00		200.00	
Narrative for Column # 8 BOS approved 10/23/2017.										
Parks & Recreation Total		71,918.88	79,822.98	93,984.79	89,438.27	74,155.96	82,985.00	-7%	68,975.00	0.00
Grand Total:		74,948.88	79,822.98	93,984.79	89,438.27	74,155.96	82,985.00	-7%	68,975.00	0.00
		4615105	4424473	6453475	4635002	4241915				

2018 LAND & LAND IMPROVEMENTS

TOWN OF AUBURN

	1	2	3	4	5	6	7	8	9
	Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
	2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
						2018		2018	2018
	As of December	As of December	As of December	As of December	As of November				
General Fund									
Land & Improvements									
1 01-4901-3-910-3 Recreation Improvements	0.00	0.00	59,189.36	23,000.00	14,329.60	93,861.00	308%	20,000.00	
<i>Narrative for Column # 6</i> Walking Path at Wayne Eddows (Phase 2) \$61,978; Two Gates at Wayne Eddows \$3,000; Lights at the New Parking Lot at Wayne Eddows (Phase 1)\$12,000; Replace Softball Field Fence \$7,600; Yellow Toppers for Softball and TBall Field Fence \$1,183; Dugouts at T-ball Field \$5,500; Two 12' Benches at Safety Complex Field \$1,000; Two "Walls" for Wallball at Wayne Eddows and Circle of Fun \$1,600. <i>Narrative for Column # 8</i> BOS approved 11/7/2017.									
Grand Total:	0.00	0.00	59,189.36	23,000.00	14,329.60	93,861.00	308%	20,000.00	0.00

2018 PROPOSED LIBRARY TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2014	2015	2016	2017	2017	Request	17/18	Approved	Approved
							2018		2018	2018
		As of December	As of December	As of December	As of December	As of November				
<hr/>										
Library										
1 01-4550-3-340-0	Library Operating Expenses	37,000.00	36,929.80	37,181.00	38,404.00	38,404.00	44,081.00	15%	44,081.00	
Narrative for Column # 6										
See attached.										
Narrative for Column # 8										
BOS approved 11/7/2017.										
<hr/>										
Grand Total:		37,000.00	36,929.80	37,181.00	38,404.00	38,404.00	44,081.00	15%	44,081.00	0.00



2018 Budget Recommendations v.3 (10/18/17)

<u>Lending Materials</u>	FY 2016	FY 2017	FY 2018
	\$12,900	\$13,051	\$14,000

I recommend we increase this line to help support the increase in usage/demand that we are experiencing. This includes DVDs, Streaming DVDs, Audiobooks, books, large print, and audiobooks.

<u>Programs</u>	FY 2016	FY 2017	FY 2018
	\$1,000	\$1,000	\$1,000

This line helps pay for the cost to bring programming to the library. As we are on target for spending this line for 2017, we are not requesting an increase for 2018.

<u>Computer Systems</u>	FY 2016	FY 2017	FY 2018
	\$5,700	\$5,700	\$6,960

This line funds items including our library catalog, antivirus software for our computers, and our website.

Our network needs a firewall installed as the Wi-Fi access the public currently uses is the same network as the staff computers. I have received two different quotes. One from our current vendor (GSC-IT \$1,150 - \$1,260) and one a vendor used in the past by Town Hall (A.N.S. Networking, Inc. \$1031.46 - \$1,251.46). Please note that there are differences in the quotes for consideration. I have added \$1,260 to the budget line for this item.

<u>Equipment/Furnishings</u>	FY 2016	FY 2017	FY 2018
	\$1.00	\$1552.85	\$3,521

Picture books are large thin books that do not sit well on regularly sized bookshelves. They are often 10 – 12" in size and are currently sitting on 8" shelving. The result is that they tend to fall off the shelves when children are browsing them. I am therefore requesting that we replace the current inadequate shelving with shelving that is built specifically to hold this type of material (\$3,520.57 quote).



1000 Elm Street – Suite 30
Manchester, NH 03101
Tel: 485-7100
Email: sales@gsaitsolutions.com

PROPOSAL FOR:
GRIFFIN FREE PUBLIC LIBRARY
PO BOX 544, 718 HOOKSETT ROAD
AUBURN, NH 03032
Tel: 483-5374
Email: Griffin Free director@griffinfree.com
Phone: 603.289.1835

TO: Kathy Gowney
FROM: William Connolly
DATE: September 12, 2017
QUOTE / PROPOSAL: SonicWALL New TZ-300

Product: Sonicwall security appliance TZ-300 with Comprehensive Gateway Security Suite

It's important that you maintain an updated security appliance and associated subscription.

SonicWall TZ300 Security Appliance with Subscription

Appliance plus 1Yr subscription	\$ 820
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Installation and configuration additional Aprox 3-4 hrs
Installation will be performed remotely to minimize time and cost. You will only be billed for labor actually performed with upgrade.

Terms: Net 30

Accepted and Acknowledged by:

Name

Signature

Date

This is an image of shelving designed to hold picture books. As picture books are longer, but narrower than regularly sized adult books, picture book shelves are wider so the books do not fall off forwards onto children and have backings so the books do not fall off backwards. They also have built in dividers to prevent the books from falling sideways.

