**Auburn Budget Committee Meeting**

**November 16, 2023**

**Stritch Meeting Room**

**Approved Minutes**

**7:00 PM**

**Members Present:** Chairman Peter Miles, Dan Carpenter, Vice-Chair David Wesche, Kevin Downing, Paula Marzloff, Joanne Linxweiler, School Board Representative Alan Villeneuve, and Selectman Representative Keith Leclair

**Others Present:** Fire Chief Michael Williams, Deputy Fire Chief Bob Selinga, Animal Control Officer Jarlene Cornett, Police Chief Ray Pelton, Police Lieutenant Charles Chabot, Police Department Office Manager Lillian Deeb, Officer Dan Goonan, Finance & Budget Administrator Mimi Friolet, Town Administrator Chris Sterndale and Nancy Hoijer, Recording Secretary

**I. Call to Order**

Chairman Miles called the meeting to order at 7:00 PM.

**II. Introductions**

Chairman Miles introduced the members who were present.

**III. Approval of Minutes**

* November 9, 2023

***Mr. Wesche motioned to approve the November 9, 2023 meeting minutes. Mrs. Marzloff seconded the motion. A vote was taken. Mr. Leclair abstained. The motion passed 7-0-1.***

**IV. Town Budget Proposals**

A. Fire/Emergency Mgmt.

Fire Chief Michael Williams presented the proposed budget for the Fire Department and Emergency Management.

Chief Williams noted that the Ambulance Contract with Derry is contractual and has a 1.5% increase for FY 2024. Mr. Villeneuve asked the length of the contract and which year of that contract FY 2024 would represent. Chief Williams indicated that FY 2024 was the final year of the five-year contract.

***Mr. Wesche motioned to approve the proposed FY 2024 budget for Ambulance Contract (line 157) in the amount of $97,759. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams presented the budget for Fire Wages and explained there were two additional full-time firefighters hired last year and this will be the first full year of impact to the budget. Mr. Carpenter asked if there were now four on staff full-time and Chief Williams indicated there will be as an offer has been presented and the officer will start in a few weeks. Mr. Villeneuve asked about coverage and Chief Williams explained the rotating schedule and having one full-time firefighter on 24/7. Mr. Villeneuve asked about the change in budget lines and Mrs. Friolet explained that the overtime was pulled out and put in its own line (line 160) and there were no part-time wages in that line. Chief Williams explained that the regular hours are now based on 42 hours. Mr. Wesche asked how overtime was budgeted and Mrs. Friolet explained the method used to average the number of hours per week with the average hourly rate. Mr. Leclair asked for clarification on how the number of overtime hours were predicted. Chief Williams reviewed holidays, vacations, and training.

***Mr. Villeneuve motioned to approve lines 158, 159 and 160 of the proposed FY 2024 Fire Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams presented line 161 for Call Firefighters. He noted in the past stipends were included in the line and are now separated out to be more transparent. Previously the budget was based on 56 hours and is now based on 52. Town Administrator Sterndale explained that the goal is to break out fixed costs and develop a three-year history on the other lines. Mrs. Linxweiler asked how many call firefighters there were and Chief Williams indicated a roster of 25-30 with 10 active, which is a dwindling trend across the country Mr. Villeneuve asked about part-time shifts and staff. Chief Williams indicated there is one part-time member working each day. He explained the budget changes from past to present years and the rate of pay and COLA increases. Mr. Downing agreed that it is more competitive to have 24/hr. coverage.

***Mr. Downing motioned to approve lines 161-166 of the proposed FY 2024 Fire Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed line 167 and noted some of the expenses in this line are for new member physicals, safety glasses, gowns and masks.

***Mr. Villeneuve motioned to approve line 167 of the proposed FY 2024 Fire Department budget as requested. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed line 168 which he noted included the expense for Class A fire foam, line 169 which he noted covered maintenance for such items as saws and power equipment, line 170 for radio repairs, line 171 for Derry Dispatch which goes with the contractual Ambulance Contract renewing in FY 2025.

***Mr. Downing motioned to approve line 168 of the proposed FY 2024 Fire Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mrs. Linxweiler motioned to approve line 169 of the proposed FY 2024 Fire Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 170 of the proposed FY 2024 Fire Department budget as requested. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mrs. Linxweiler motioned to approve line 171 of the proposed FY 2024 Fire Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed the requests for line 172 Fire Rescue Training which he reported the Selectmen reduced by $14,000,and line 173 for Hazmat which Mr. Villeneuve asked for more information on. Chief Williams explained the SE Hazmat District Team which serves multiple municipalities that do not have their own team, mostly coming out of Windham and Hooksett. Mr. Wesche asked how the fees were charged and Chief Williams indicated per capita.

***Mr. Wesche motioned to approve line 172 of the proposed FY 2024 Fire Department budget as proposed. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 173 of the proposed FY 2024 Fire Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed the requests for line 174 Building Maintenance which was reduced by the Selectmen to purchase the proposed security cameras ($10,858) from the FY 2023 budget, 175 Rescue Equipment, which he reported was reduced by the Selectmen to buy the requested nozzles ($12,000) from this year’s budget and line 176 which he noted was reduced by $1,999 to buy the requested pagers from the FY 2023 budget.

***Mrs. Linxweiler motioned to approve line 174 of the proposed FY 2024 Fire Department budget in the amount of $16,790. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 175 of the proposed FY 2024 Fire Department budget in the amount of $2,500. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 176 of the proposed FY 2024 Fire Department budget in the amount of $1. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed line 177 SCBA, line 178 Hydrants and 179 dues, subscriptions and software. Chief Williams noted there was a reduction in line 179 because the Red Alert software is paid for now.

***Mr. Villeneuve motioned to approve line 177 of the proposed FY 2024 Fire Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 178 of the proposed FY 2024 Fire Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Downing motioned to approve line 179 of the proposed FY 2024 Fire Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed line 180 rescue supplies, 181 clothing and 182 office and cleaning supplies, which is a 40% increase due to rising costs. He indicated line 180 includes medical equipment for EMS.

***Mr. Villeneuve motioned to approve line 180 of the proposed FY 2024 Fire Department budget as requested. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 181 of the proposed FY 2024 Fire Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Downing motioned to approve line 182 of the proposed FY 2024 Fire Department budget as requested. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed line 183 fire prevention which he noted includes the costs for fire prevention week at the school, line 184 which is for matching grants and line 185 for dry hydrants.

Mr. Carpenter asked the amount of the grant they obtained last year and Chief Williams reported they received $53,000 for the radio grant.

Mrs. Linxweiler asked what a dry hydrant was and Chief Williams explained the maintenance charges and also 22 cisterns. Mr. Downing asked what a cistern holds and Chief Williams indicated the majority hold 30,000 gallons. Mr. Villeneuve ask that the title of the budget line be changed to include cisterns. Mr. Villeneuve asked if developers had any responsibility and Chief Williams explained they become town property after the first year and are expensive to fix or replace if they fail.

***Mrs. Linxweiler motioned to approve line 183 of the proposed FY 2024 Fire Department budget in the amount of $1,500. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Downing motioned to approve line 184 of the proposed FY 2024 Fire Department budget in the amount of $5,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 185 of the proposed FY 2024 Fire Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams reviewed line 186 technology and Mr. Carpenter asked what the line included. Chief Williams noted it included IT costs, computer maintenance, Cloud hosting and office computers. He noted online permitting is done through the state and not a part of this.

***Mr. Wesche motioned to approve line 186 of the proposed FY 2024 Fire Department budget in the amount of $14,629. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Mr. Carpenter asked about line 187 and what happened last year or didn’t happen. Chief Williams indicated Forestry I has compartments that need work and the Selectmen recommended paying the $8,000 cost from other funding. Mr. Wesche asked about overspending and Chief Williams indicated there were costs with Engine Two.

***Mr. Wesche motioned to approve line 187 of the proposed FY 2024 Fire Department budget in the amount of $37,250. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Mr. Wesche recommended reducing line 188 fuel from $20,000 to $15,000.

***Mr. Villeneuve motioned to approve line 188 of the proposed FY 2024 Fire Department budget in the amount of $15,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Williams presented the proposed budget for Emergency Management in the amount of $504.

***Mr. Villeneuve motioned to approve the Emergency Management budget proposed for FY 2024 in the amount of $504. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

B. Animal Control

Animal Control Officer Jarlene Cornett presented the proposed budget for Animal Control in the amount of $26,587.

***Mr. Wesche motioned to approve the proposed FY 2024 budget for Animal Control in the amount of $26,587. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

C. Police Department

Police Chief Ray Pelton presented the proposed Police Department budget in the amount of $1,647,937 which is a 1.49% increase from last year. He noted the Selectmen had tabled line 153 police cruisers ($69,670) to see if one of the two cruisers proposed could be purchased in FY 2023. He projected the cruiser purchase plan with equipment setups over the next two years.

Chief Pelton reviewed the wage lines and overtime. He explained the new overtime line based on a four-year average and average overtime rate plus COLA and step increases. Mr. Villeneuve asked the amount of new dollars in the payroll. Chief Pelton indicated last year was $1,053,012 and FY 2024 is $1,054,235.

Chief Pelton noted the software for the county dispatch software was upgraded which increased the cost $4,000 for the next five years (shown in line 131). Mr. Villeneuve asked the difference between the dispatch service the fire department uses and Chief Pelton explained that for the Police Department dispatch is always county based.

Chief Pelton noted the prosecutor had not had an increase since 2019 and has more responsibility now that there are felony probably cause hearings at district court. Training costs for officers have increased 10% with quite a few younger officers training.

Chief Pelton projected fuel costs and noted usage is down by 1,000 gallons from 2021.

Chief Pelton noted a decrease in retirement contribution as the state reduced the contribution rate.

Mr. Wesche recommended decreasing line 121 by $1,500 to $3,500 for DWI & Sobriety Checkpoint Patrol.

***Mr. Wesche motioned to approve line 121 (DWI & Sobriety Checkpoint Patrol) of the proposed FY 2024 Police Department budget in the amount of $3,500. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Leclair motioned to approve lines 112-120 (Salaries, Wages, Overtime) of the proposed FY 2024 Police Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Pelton reviewed line 122 Selective Traffic Control which includes radar, speed and distracted driver patrols. Mrs. Friolet noted grant fund revenues show on the other end. Mr. Carpenter requested that a note be put in the line that those go to the general fund as partially reimbursed. Mrs. Deeb noted sometimes they do not get the grant.

Mr. Villeneuve asked about line 125 shift differential and Chief Pelton explained the flat rate per shift in the union, for supervising new hires.

***Mr. Wesche motioned to approve line 122 (Selective Traffic Control) of the proposed FY 2024 Police Department budget in the amount of $4,000. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mrs. Linxweiler motioned to approve line 123 (Police Witness Fees) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Miles motioned to approve line 124 (PD OHRV) of the proposed FY 2024 Police Department budget in the amount of $1. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve lines 125 and 126 (Shift Differentials) of the proposed FY 2024 Police Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve lines 127-129 (Office Staff/Medicare/Retirement) of the proposed FY 2024 Police Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Downing motioned to approve line 130 (Police Uniforms) of the proposed FY 2024 Police Department budget as requested. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 131 (Police Computer Services) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mrs. Linxweiler motioned to approve line 132 (Custodial Services) of the proposed FY 2024 Police Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Chief Pelton explained that line 133, the medical line, was increased as the Department joined the regional mental health program which includes on-call psych services and is enrolled with three other towns.

***Mr. Wesche motioned to approve line 133 (Court Prosecutor) of the proposed FY 2024 Police Department budget as requested. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 134 of the proposed FY 2024 Police Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 135 (Radar) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Downing motioned to approve line 136 (Radio Maintenance) of the proposed FY 2024 Police Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Mr. Villeneuve asked if the police radio maintenance contractor could be a different person and if there was any benefit in having the same contractor the Fire Department uses. Chief Pelton indicated he would shop around.

***Mr. Leclair motioned to approve line 137 (Training) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 138 (Photography) of the proposed FY 2024 Police Department budget in the amount of $500. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mrs. Linxweiler motioned to approve line 139 (Education Reimbursement) of the proposed FY 2024 Police Department budget as requested. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve lines 140-142 (Public Relations, Plant Costs, Equipment) of the proposed FY 2024 Police Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Leclair motioned to approve lines 143-145 (Office Equipment, Postage, Subscriptions) of the proposed FY 2024 Police Department budget as presented. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 146 (Firearms) of the proposed FY 2024 Police Department budget as requested. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 147 (Supplies) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Wesche motioned to approve line 148 (Canine Supplies) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

The Committee recommending reducing line 149 police commission expenses from $100 to $1.

***Mr. Villeneuve motioned to approve line 149 (Police Commission Expenses) of the proposed FY 2024 Police Department budget in the amount of $1. Mr. Wesche seconded the motion. A vote was taken. Mrs. Marzloff was opposed. The motion passed 7-1-0.***

***Mrs. Linxweiler motioned to approve line 150 (Office Supplies) of the proposed FY 2024 Police Department budget as requested. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 151 (Police Advertising) of the proposed FY 2024 Police Department budget in the amount of $200. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Mr. Villeneuve motioned to approve line 152 (Police Other Contingencies) of the proposed FY 2024 Police Department budget in the amount of $200. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

***Line 153 (Police Cruisers) in the amount of $69,670 was tabled.***

Mr. Leclair questioned the expenses in line 154 Police Motorcycle in FY 2023. Chief Pelton indicated the expenses were for maintenance, tune-up, oil change and LED lights were put on the back.

***Mr. Wesche motioned to approve line 154 (Police Motorcycle) of the proposed FY 2024 Police Department budget as requested. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Mrs. Deeb noted that line 155 Police Cruiser Maintenance can be adjusted depending on when the new vehicles are purchased and delivered.

***Mrs. Linxweiler motioned to approve line 155 (Police Cruiser Maintenance) of the proposed FY 2024 Police Department budget as requested. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 8-0-0.***

Mr. Wesche questioned the amount in line 156 Fuel as being too high. Mrs. Deeb explained that she used the six-year look back provided by US Energy. Chief Pelton noted the average price per gallon paid with the WEX card was $3.49, from 1/23 to 8/23 the average was $3.20/gal. and the highest was $3.83 per gallon. The miles driven were 9,108. Mr. Wesche recommended lowering the line from $36,000 to $34,000.

***Mr. Wesche motioned to approve line 156 (Fuel) of the proposed FY 2024 Police Department budget in the amount of $34,000. A vote was taken. Mr. Downing, Mrs. Linxweiler and Mr. Leclair were opposed. The motion passed 5-3-0.***

**V. School Update**

Mr. Miles reported that the date for the budget meeting with the school board is December 14th at 6 PM at the Auburn Village School Library.

Mr. Villeneuve reported the School Board met Tuesday and the new budget is up by 7.9%. They are on the sixth year of the 15-year bond payment. He noted drivers to the budget are the teacher’s contract, pre-K SPED, health insurance GMR of 3.9% and increase in Pinkerton tuition (could be 6% but they are using 7%). He noted decreases in the SAU budget and a savings for the one year without a HR Director. The School Resource Officer post is now settled but not included in the figure. There are concerns with having only one nurse with 658 students. The Board is looking into a preschool program for 3–5-year-olds.

**VI. Adjourn**

***Mrs. Marzloff moved to adjourn the meeting at 8:46 PM, seconded by Mr. Downing. A vote was taken; all were in agreement, the motion carried unanimously.***

Respectfully submitted,

Nancy J. Hoijer,

Recording Secretary

*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.*