

Auburn Budget Committee Meeting  
November 5, 2015  
Auburn Town Hall

Members Present: Peter Miles, Bert Ouellette, David Wesche, Paula Marzloff, Mary Beth Lufkin, Dan Carpenter and Alan Villeneuve

Members Absent: James Headd

Others Present: Library Trustees Nancy Mayland Jean Worster and Lorraine Senechal; Welfare Officer Kate Lafond; Parks & Recreation Commissioners David Nye and Marge McEvoy; Parks & Recreation Program Manager Helen Hiltz; Road Agent Mike Dross; Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:02 pm

***Election of Officers***

**Alan Villeneuve moved to name Peter Miles Chairman of the Budget Committee. Seconded by Bert Ouellette. There were no other nominations. A vote was taken; all were in favor, the motion carried unanimously.**

**Bert Ouellette moved to name Mary Beth Lufkin as Vice Chairman of the Budget Committee. Seconded by Alan Villeneuve. There were no other nominations. A vote was taken; all were in favor, the motion carried unanimously.**

***Public Assistance***

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Requesting \$20,000, a reduction of \$10,000 from 2014. Year to date expended \$11,688.96

Welfare Officer Kate Lafond noted that year to date, the Town has had 16 applicants for assistance and 11 have qualified. The majority of assistance payments is for electricity, heating oil and occasionally for rent. She indicated she will be working with the Board of Selectmen in the coming year to update the Town's welfare guidelines for reflect the current economy for housing.

**Alan Villeneuve moved to approve Public Assistance at \$20,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Griffin Free Public Library***

### ***Library Operating Expenses***

Requesting \$37,181, an increase of \$181 from 2014. Year to date expended \$36,929.80

Library Trustees Nancy Mayland, Jean Worster and Lorraine Senechal presented the Budget Committee with a breakdown of their lump sum budget and provided cost estimates for lending materials, programs, computer systems, equipment/furnishings, maintenance, supplies, training & professional journals, and utilities. Mrs. Mayland reported the Trustees plan to replace one computer in 2016 after replacing two in 2015. She indicated the Library has six computers and a file server.

Dan Carpenter indicated it would be helpful for the Budget Committee to have a history of the personnel costs associated with the individual department budgets as they are reviewing them. Using the Library as an example, he said the Trustees are requesting \$37,181, when he knows there is an additional \$100,000 in personnel expenses. Adele Frisella indicated she would work to provide that information on budgets moving forward.

**Alan Villeneuve moved to approve Library Operating Expenses at \$37,181, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Parks & Recreation***

Parks & Recreation Commissioners David Nye and Marge McEvoy and Program Manager Helen Hiltz presented the budget proposal for Parks & Recreation.

### ***Senior Trips***

Requesting \$12,500, an increase of \$800 from 2015. Year to date expended \$10,586.71

The increase is due to rate increases for the bus rentals.

**Alan Villeneuve moved to approve Senior Trips at \$12,500, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Family Events***

Requesting \$18,500, an increase of \$4,000 from 2015. Year to date expended \$9,691.65

The Commission funds a Winter Carnival in February, a July 4<sup>th</sup> Bazaar at Eddows Field with fireworks, summer concerts and a Senior BBQ event, which was new in 2015. It

was noted the increase was mainly due to the fact the Commission would have to be paying for fireworks at the Eddows Field event, where they have been donated previously.

Alan Villeneuve indicated he did not favor fireworks being paid for by Town tax dollars. He also felt these types of events should be self-funded through admission fees and that the Town should be funding infrastructure items. Paula Marzloff asked if an effort was made to solicit funds from local businesses to support these activities. David Nye indicated the Commission already does in terms of donated services and equipment that support many of these activities. Dan Carpenter indicated he was disappointed at the Duck Race cooperation this year and the approach to some of these events.

Bert Ouellette moved to approve Family Events at \$18,500. There was no second, the motion failed.

**Mary Beth Lufkin moved to approve Family Events at \$14,500, seconded by Paula Marzloff. A vote was taken: Voting Yes were Dan, Alan, Dave, Paula and Mary Beth; Voting No was Bert. The motion carried.**

#### *Basketball*

Requesting \$600, level funded from 2015. Year to date expended \$0

The line includes expenses for stripping the basketball courts, replacement of hoops and nets as needed, etc.

**Mary Beth Lufkin moved to approve Basketball at \$600, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Ski Program*

Requesting \$2,800, level funded from 2015. Year to date expended \$2,601.50

The line item covers the cost of bus transportation for the annual ski program administered through the Auburn Village School.

**Paula Marzloff moved to approve Ski Program at \$2,800, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Community Service*

Requesting \$400, level funded from 2015. Year to date expended \$0

**Alan Villeneuve moved to approve Community Service at \$400, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Soccer Program*

Requesting \$600, level funded from 2015. Year to date expended \$587.70

**Paula Marzloff moved to approve Soccer Program at \$600, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Senior Dinners*

Requesting \$1,000, level funded from 2015. Year to date expended \$985.95

Alan Villeneuve asked why the cost of the summer Senior BBQ was not included in the line for Senior Dinners. The Commissioners indicated it was a new event, and they had just included under Family Events, but they had no objection to budgeting for it under Senior Dinners.

**Alan Villeneuve moved to approve Senior Dinners at \$1,500 to include the traditional Holiday Dinner and the Senior BBQ. Seconded by Paula Marzloff. A vote was taken: Voting Yes were Bert, Alan, Dan and Paula; Voting No were Dave and Mary Beth. The motion carried.**

*Mileage Reimbursement*

Requesting \$750, level funded from 2015. Year to date expended \$365.17

It was noted the mileage reimbursement were for employees who performed Town work & services with their personal vehicles. The Town reimburses at the IRS allowable rate. Dan Carpenter generally felt individuals should not be paid mileage for travel within the community.

**Bert Ouellette moved to approve Mileage Reimbursement at \$750, seconded by Alan Villeneuve. A vote was taken: Voting Yes were Bert, Alan, Dave, Mary Beth and Paula; Voting No was Dan. The motion carried.**

*Playground & Parks*

Requesting \$2,000, an increase of \$700 from 2015. Year to date expended \$926.27

It was noted the line item is for maintenance of kid cushion material at playgrounds, gravel for parking areas and bee spray at playgrounds.

**Alan Villeneuve moved to approve Playgrounds & Parks at \$2,000, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Electricity*

Requesting \$2,400, level funded from 2015. Year to date expended \$1,955

**Alan Villeneuve moved to approve Electricity at \$2,400, seconded by Dave Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*General Maintenance*

Requesting \$2,800, level funded from 2015. Year to date expended \$5,525.74

**Paula Marzloff moved to approve General Maintenance at \$2,800, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Ice Rink*

Requesting \$1,000, an increase of \$999 from 2015. Year to date expended \$0

The Commissioners explained the line item is for maintenance of the ice rink including plowing & maintaining of the ice, and to seal the pavement to ensure no water leakage so ice can take hold.

**Alan Villeneuve moved to approve Ice Rink at \$1,000, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Trash Removal*

Requesting \$600, an increase of \$599 from 2015. Year to date expended \$0

David Nye reported the line provides for dumpster service, particular at large events and functions to better manage the handling of trash.

**Mary Beth Lufkin moved to approve Trash Removal at \$600, seconded by Bert Ouellette. A vote was taken: Voting Yes were Bert, Alan, Dave, Mary Beth and Paula; Abstaining was Dan. The motion carried.**

*Chemical Toilets*

Requesting \$5,400, level funded from 2015. Year to date expended \$4,987.06

**Mary Beth Lufkin moved to approve Chemical Toilets at \$5,400, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Phone & Office Supplies*

Requesting \$500, a new line item since 2015. Year to date expended \$300.12

**Mary Beth Lufkin moved to approve Phone & Office Supplies at \$500, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Recreation Improvements*

Requesting \$57,200, an increase of \$18,000 from 2015. Year to date expended \$46,048.84

David Nye reported the line provides for two projects. The establishment of six dugouts on three ballfields (two per field for T-Ball, Majors and Softball) at a total cost of

\$15,000. The remaining \$42,200 is to complete the Phase I improvements to Wayne Eddows Fields by completing the parking lot expansion effort begun in 2015. The work to be completed includes spreading and grading gravel, install conduit for underground electric, install bases for parking lot lights and install guardrails.

Alan Villeneuve indicated he agreed there was a need for parking at the property, but he felt there needed to be an overall plan for the development of the property and that it shouldn't be approached on a piecemeal basis. He felt the Town needed to anticipate what was needed and to do it once correctly. Paula Marzloff asked why the Town wouldn't lease parking from area businesses during their off hours and not invest in the infrastructure. David Nye indicated most of the businesses do not want to have increased liability with the public using their property for additional parking.

Paula Marzloff also noted the Planning Board would be working in the coming year on the development of a Capital Improvements Plan (CIP), and she felt most of this type of activity needs to be included in the CIP and not done piecemeal as previously suggested. As a result, she indicated she wanted to reduce the funding request by some amount concerning either two or four dugouts.

**Alan Villeneuve moved to approve Recreation Improvements at \$52,200, seconded by Paula Marzloff. A vote was taken: Voting Yes were Dan, Bert, Paula and Mary Beth; Voting No were Alan and Dave. The motion carried.**

### ***Highways and Roads***

Road Agent Mike Dross presented the budget proposal for Highways & Roads.

#### ***Highway Shimming***

Requesting \$120,000, level funded from 2015. Year to date expended \$81,259.88

**Dave Wesche moved to approve Highway Shimming at \$120,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Spring/Summer Storms***

Requesting \$8,500, level funded from 2015. Year to date expended \$0

The Road Agent indicated the line item indicates nothing was spent, but the next line of Summer Subcontractor was over spent by \$15,150. He often uses these line items interchangeably.

Alan Villeneuve in general asked the Road Agent if he would complete the work he had intended to do this year, or were his efforts distracted elsewhere for other efforts. He indicated his inquiry is mainly pointed at should the Town be hiring more contractors to do the work that needs to get done. The Road Agent indicated the work for the

waterline at Cottage Avenue and the culvert replacement on the Raymond Road were not planned in doing the budget for the current year, but that overall he felt 90 – 95% of the planned work for 2015 will be completed this year.

Paula Marzloff asked how many tons of sand the Town put out each year and how much of it does the Town end up picking up in various clean-ups? The Road Agent indicated he does not know the exact tonnage the Town puts out, but that the Town does not perform street sweeping if that is what she is referring to by picking up. She indicated the Planning Board is requiring closed drainage systems within new subdivisions, which will capture sand put out on the roads. She indicated the Planning Board expects the systems to be maintained once they are installed. The Road Agent noted we do have catch basins and drainage systems pumped annually, which will clean sand out of these systems. But the Town does not sweep town road and does not expect that it will begin the process.

Mary Beth Lufkin asked in general did the Road Agent think this was a good budget that met the needs of the Town or was it just simply an effort to provide a level funded request. In general, she was prepared to move the budget in its entirety, but she wanted to know if the Road Agent was comfortable with the proposal, or has he left things out to keep the funding down? The Road Agent indicated he felt it was a good budget and met the current needs. He indicated that within the next four to five years, most of the major road reconstruction activity of existing Town roads will be completed. As a result, the construction budget would be able to be reduced, but the Highway Shimming line will need to be increased in order to maintain the roads in good shape.

Alan Villeneuve asked the Road Agent how much does the Town spend on sand, noting the Town produces its own through excavation and crushing. He was attempting to determine if that is a cost effective approach. The Road Agent said he could not provide an exact number, but he estimated they would produce approximately 3,500 tons of material this year at a cost of approximately \$8.25 per ton (including \$3.75 to crush; \$2 for trucking and \$2.50 for purchase of material). This compares to \$11 per ton delivered when purchased from a vendor.

**Alan Villeneuve moved to approve Highways & Roads at \$933,501 as presented in total, seconded by Dave Wesche. A vote was taken, all were in favor, the motion carried unanimously.**

Dave Wesche told the Road Agent that he does a lot of traveling, and you can always tell when you enter into Auburn as the roads are so much better:

### ***Legal Expenditures***

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Requesting \$60,000, an increase of \$5,000 from 2015. Year to date expended \$34,932.92

### *Labor Relations*

Requesting \$5,000, a decrease of \$5,000 from 2015. Year to date expended \$6,611.95

Bill Herman explained that combined, the two accounts were level funded. In anticipation that a new collective bargaining agreement will be achieved this year, there would not be a need to maintain the labor relations line at \$10,000. But, should negotiations not be successful, they would be back at the bargaining table again next year, thus the moving of \$5,000 between the two accounts to ensure funds are available.

**Dave Wesche moved to approve Legal Expenditures at \$60,000 and Labor Relations at \$5,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

### *Health Agencies and Hospitals*

Bill Herman provided the Committee with the various requests received by the Town from six different social service and health agencies. This included Visiting Nurse Association, \$2,500; CASA, \$500; Child and Family Services, \$1,500; Home Health & Hospice Care, \$2,500; Lamprey Health Care, \$500; and Meals on Wheels, \$1,114 for a total of \$10,984.84.

He reported when the Board of Selectmen considered the requests, they decided to fund all agencies provided for in the 2015 Town budget at the same rate as budgeted in 2015. The Selectmen's recommendation for funding is the following: Visiting Nurse Association, \$2,500; Child and Family Services, \$1,000; Home Health & Hospice Care, \$500; Lamprey Health Care, \$500; and Meals on Wheels, \$1,114 for a total of \$5,614.

Paula Marzloff indicated she would be voting No on these requests, specifically noting an objection to funding CASA. Dan Carpenter felt it was not a huge amount of money for five or six different organizations that provides varying services to the citizens of Auburn. Dave Wesche indicated in general people control their own donations and provide to the charities of their choice, and shouldn't be funding programs they may not support through their tax dollars.

**Mary Beth Lufkin moved to approve Health Agencies and Hospitals at \$5,614, seconded by Alan Villeneuve. A vote was taken: Voting Yes were Dan, Bert, Alan, Dave and Mary Beth; Voting No was Paula. The motion carried.**

### *Intergovernmental Welfare Payments*

Bill Herman provided the Committee with the funding request from the Rockingham County Community Action Program for \$4,471, which has been level funded for years.



He also pointed to the program statistics provided which indicates they provided service to 263 Auburn households at a total value of \$152,908.

**Dave Wesche moved to approve Intergovernmental Welfare Payments at \$4,471, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

### ***Solid Waste***

Bill Herman provided the Committee with the funding request for solid waste which includes \$7,175 for hazardous waste inclusive of an annual Household Hazardous Waste Collection event with Raymond and Nottingham; an E-Waste Collection Day, and a paper "Shred Day". Also budgeted is \$4,000 for ongoing monitoring and water sampling at the closed landfill property and \$750 for a container for roadside pickup kept at the Highway Garage. The total budget amount is \$11,925.

**Dave Wesche moved to approve Solid Waste at \$11,925, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

### ***Debt Service***

Bill Herman provided the Committee with the funding request for debt service which includes \$1 each for long-term bond principle, long-term bond interest and tax anticipation interest. These one dollar amounts are only to keep the budget lines open should they be needed.

**Mary Beth Lufkin moved to approve Debt Service at \$3, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

### ***Other Business***

Peter Miles asked Bill Herman if there were major items on the immediate horizon on the Town-side of things that the Budget Committee should be aware of. He indicated there are no major proposals coming forward that he is aware of, and most of the department budget proposals to date have been relatively level funded. He indicated the Joint Personnel Board of Selectmen, Library Trustees and Police Commissioners have met and determined the FY 2016 budget will include step increases for employees, but no COLA adjustment. He also indicated the Town is currently in negotiations with the Auburn Police Union and may be bringing a three-year contract agreement forward, but negotiations are not yet complete.

Alan Villeneuve reported the School Board will be advancing a bond for a school project this year for renovations and an addition to the Auburn Village School. He indicated the

project was still in the planning process and is not finalized, but he encouraged all community members to get engaged in the discussions and provide input into the process. He also indicated the school district is near completion of a one-year contract extension for school district staff, but they were not yet at the point he could release specific information. Alan also indicated the budget was due out today from the Superintendent's Office. He has not seen it, but he understood it was down from the current year. Alan reported the current student population is 587.

Paula Marzloff reported the Planning Board is going to be working on the development of a current Capital Improvement Plan for Auburn during the coming year, and it would be important to have both the Town and the School District participating in the project.

David Wesche indicated he would be interested in seeing the Town move towards a zero based budgeting process where we would start from scratch each year and build a budget looking at fixed costs versus variable spending. He felt all too often the focus is on level funding things and not planning for what should be done. Adele Frisella indicated to the extent she can, she performs zero based budgeting at her level of work effort which touches upon pieces of nearly every Town department.

### ***Meeting Schedule***

The Committee looked at how to schedule moving forward – whether to continue for a series of Thursday evening meetings or trying to schedule on long Saturday meeting to do it all in similar fashion to the school district budget. The consensus of the Committee members was to stick with Thursday evening meetings.

It was agreed the school district budget meeting would be held on Saturday, December 5<sup>th</sup> at the Auburn Village School.

The next regular meeting of the Budget Committee will be held on Thursday, November 12<sup>th</sup> at 7 PM.

### ***Adjourn***

Mary Beth Lufkin moved to adjourn the meeting at 9:10 PM. Seconded by Dave Wesche. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 9:10 PM.