

Auburn Budget Committee Meeting  
December 10, 2015  
Auburn Town Hall

Members Present: Peter Miles, Bert Ouellette, Paula Marzloff, Dan Carpenter, Alan Villeneuve and James Headd

Members Absent: Mary Beth Lufkin, David Wesche

Others Present: Conservation Commission Chair Jeff Porter, Fire Captain Ed Gannon, Building Inspector Carrie Rouleau-Cote, Parks & Recreation Commission Chair David Nye, Parks & Recreation Program Manager Helen Hiltz, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

***Minutes of December 3, 2015 Meeting***

**Paula Marzloff moved to accept the minutes with one correction on Page 3 – the word “band” instead of “bank”, second by Bert Ouellette. A vote was taken, all were in favor, the motion carried unanimously.**

***Minutes of December 5, 2015 Meeting***

The Chair tabled the approval of the December 5, 2015 meeting minutes until the next meeting as the committee members had not had time to review the extensive minutes.

***Tax Collector***

Finance Director Adele Frisella advised the committee on the three budget lines within the Financial Administration account that fall to the Tax Collector.

***Deed Research***

Requesting total budget account of \$600, which is a \$200 increase from 2015. Year to date expended \$0.

**Paula Marzloff moved to approve Deed Research for \$600, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Tax Bill Printing*

Requesting total budget account of \$4,000, which is level funded to 2015. Year to date expended \$2,283.75.

**Alan Villeneuve moved to approve Tax Bill Printing for \$4,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Tax Collector Education*

Requesting total budget account of \$2,000, which is a reduction of \$1,000 from 2015. Year to date expended \$1,755.85.

**Dan Carpenter moved to approve Tax Collector Education for \$2,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

***Conservation Commission***

Commission Chair Jeff Porter advised the committee the Commission was seeking a level funded budget for 2016. He noted the Professional Services line item was exceeded in 2015 due to efforts establishing a conservation easement, and may be a consideration for future budgeting. But the Commission was comfortable operating within its current level of funding for 2016.

*Conservation Professional Services*

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$892.50.

*Maps & Supplies*

Requesting total budget account of \$350, which is level funded from 2015. Year to date expended \$21.50.

*Conservation Education*

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$65.

*Conservation Dues & Memberships*

Requesting total budget account of \$600, which is level funded from 2015. Year to date expended \$303.

*Conservation Natural Resource Inventory*

Requesting total budget account of \$1, which is level funded from 2015. Year to date expended \$0.

**Paula Marzloff moved to approve Professional Services, Maps & Supplies, Education, Dues & Membership and Natural Resource Inventory for a total of \$1,951, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Building Inspector***

Building Inspector Carrie Rouleau-Cote presented her proposed 2016 operating budget to the Committee.

### ***Engineering Services***

Requesting total budget account of \$1, which is level funded from 2015. Year to date expended \$0.

**Bert Ouellette moved to approve Engineering Services for \$1, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Legal Expenditure***

Requesting total budget account of \$4,000, which is level funded to 2015. Year to date expended \$1,312.50.

Committee members questioned when did Planning & Zoning legal expenditures come into play versus expenditures for code enforcement. Mrs. Rouleau-Cote noted on occasion she needs legal assistance with zoning compliance matters, subdivision compliance, building code compliance and other related activities. The Planning and Zoning expenditures are for assistance in developing regulations and defending decisions made by those land use boards.

**Alan Villeneuve moved to approve Legal Expenditure for \$4,000, seconded by Bert Ouellette. A vote was taken; Voting Yes – Alan, Bert, Paula and Jim. Voting No – Dan. The motion carried.**

### ***Cell Phone Reimbursement***

Requesting total budget account of \$420, which is level funded from 2015. Year to date expended \$420.

### ***Office Equipment***

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$69.99.

**Paula Marzloff moved to approve Cell Phone Reimbursement for \$420 and Office Equipment for \$500, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

*Dues, Workshops & Seminars*

Requesting total budget account of \$3,500, which is level funded from 2015. Year to date expended \$3,185.65.

**Paula Marzloff moved to approve Dues, Workshops & Seminars for \$3,500, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

*Books*

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$520.

**Alan Villeneuve moved to approve Books for \$500, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Safety Equipment*

Requesting total budget account of \$150, which is level funded from 2015. Year to date expended \$0.

**Paula Marzloff moved to approve Safety Equipment for \$150, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Printing, Forms & Supplies*

Requesting total budget account of \$300, which is level funded from 2015. Year to date expended \$458.34.

**Bert Ouellette moved to approve Printing, Forms & Supplies for \$300, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Vehicle Repair & Maintenance*

Requesting total budget account of \$750, which is level funded from 2015. Year to date expended \$365.34.

**Alan Villeneuve moved to approve Vehicle Repair & Maintenance for \$750, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Fuel / Mileage*

Requesting total budget account of \$1,000, which is level funded from 2015. Year to date expended \$1,177.43.

**Paula Marzloff moved to approve Fuel / Mileage for \$1,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Fire Department***

Captain Ed Gannon presented the proposed 2016 operating budget for the Fire Department on behalf of Chief Phillips. He noted the department was experiencing some difficulties with approximately 17 of its radios, which were older analog models that are no longer being supported by the manufacturer. In addition contractual expenses for the Derry Dispatch Center had increased, which Chief Phillips had advised last year was coming.

### ***Occupational Health & Safety***

Requesting total budget account of \$1,000, which is level funded from 2015. Year to date expended \$0.

**Paula Marzloff moved to approve Occupational Health & Safety for \$1,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Forest Fires***

Requesting total budget account of \$1, which is level funded to 2015. Year to date expended \$0.

**Jim Headd moved to approve Forest Fires for \$1, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Equipment Maintenance***

Requesting total budget account of \$4,200, which is level funded from 2015. Year to date expended \$3,054.29

**Alan Villeneuve moved to approve Equipment Maintenance for \$4,200, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Radio Repair***

Requesting total budget account of \$1,000, which is an increase of \$500 from 2015. Year to date expended \$1,081.20.

Captain Gannon again reported the department has a total of approximately 17 radios that will need to be upgraded from analog to digital. In general, the department is handling two replacements per year as opposed to one large expenditure.

**Bert Ouellette moved to approve Radio Repair for \$1,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Derry Dispatch***

Requesting total budget account of \$44,824, which is an increase of \$4,166 from 2015. Year to date expended \$41,674.

An inquiry was made as to efforts to renegotiate this contract with the Town of Derry. Mr. Herman noted Chief Phillips had made the effort to open talks with Derry, which lead to the current contract that has less of an increase than previously established.

**Paula Marzloff moved to approve Derry Dispatch for \$44,824, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Fire & Rescue Training*

Requesting total budget account of \$17,000 which is level funded from 2015. Year to date expended \$16,483.56.

**Paula Marzloff moved to approve Fire & Rescue Training for \$17,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

*Hazmat*

Requesting total budget account of \$6,450, which is an increase of \$664 from 2015. Year to date expended \$6,026.93.

**Alan Villeneuve moved to approve Hazmat for \$6,450, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Telephone*

Requesting total budget account of \$6,900, which is level funded from 2015. Year to date expended \$6,054.72.

*Safety Complex Electric*

Requesting total budget account of \$6,325, which is an increase of \$325 from 2015. Year to date expended \$5,887.11.

**Paula Marzloff moved to approve Telephone for \$6,900 and Safety Complex Electric for \$6,325, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Pingree Hill Electric*

Requesting total budget account of \$2,280, which is level funded from 2015. Year to date expended \$1,975.98.

**Jim Headd moved to approve Pingree Hill Electric for \$2,280, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Heating Oil – Safety Complex*

Requesting total budget account of \$8,700, which is level funded from 2015. Year to date expended \$4,847.51.

Dan Carpenter noted the Committee had made an adjustment on Heating Oil for the Police Department, and the Committee should make the same adjustment for the Fire Department where they split the bill. Adele Frisella reported the Committee established the Police Department oil account at \$7,500.

**Dan Carpenter moved to approve Heating Oil – Safety Complex for \$7,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Heating Oil – Pingree Hill*

Requesting total budget account of \$4,400, which is level funded from 2015. Year to date expended \$2,097.74.

**Alan Villeneuve moved to approve Heating Oil – Pingree Hill for \$4,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Building Maintenance*

Requesting total budget account of \$9,000, which is level funded to 2015. Year to date expended \$13,404.82.

**Alan Villeneuve moved to approve Building Maintenance for \$9,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

*Fire & Rescue New Equipment*

Requesting total budget account of \$15,000, which is level funded from 2015. Year to date expended \$12,608.99

**Alan Villeneuve moved to approve Fire & Rescue New Equipment for \$15,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*New Radios*

Requesting total budget account of \$4,200, which is level funded from 2015. Year to date expended \$3,726.70.

Captain Gannon again reported the department has a total of approximately 17 radios that will need to be upgraded from analog to digital. In general, the department is handling two replacements per year as opposed to one large expenditure.

**Jim Headd moved to approve New Radios for \$4,200, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*SCBA Maintenance*

Requesting total budget account of \$5,000, which is an increase of \$500 from 2015. Year to date expended \$4,515.56.

**Alan Villeneuve moved to approve SCBA Maintenance for \$5,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Water Hydrants*

Requesting total budget account of \$10,000 which is a reduction of \$4,052 from 2015. Year to date expended \$7,465.38.

**Paula Marzloff moved to approve Water Hydrants for \$10,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Dues, Subscriptions & Software*

Requesting total budget account of \$2,500. This is a new line item requested by the Board of Selectmen. In previous years, these expenses had been included as part of "Office & Cleaning Supplies" account.

**Paula Marzloff moved to approve Dues, Subscriptions & Software for \$2,500, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Rescue Supplies*

Requesting total budget account of \$2,000, which is level funded from 2015. Year to date expended \$1,557.85.

**Alan Villeneuve moved to approve Rescue Supplies for \$2,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Protective Clothing*

Requesting total budget account of \$10,000, which is level funded from 2015. Year to date expended \$2,100.66.

**Bert Ouellette moved to approve Protective Clothing for \$10,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Office & Cleaning Supplies*

Requesting total budget account of \$2,500, which is a reduction of \$2,000 from 2015. Year to date expended \$6,263.29.

This account used to be inclusive of the previous "Dues, Subscriptions and Software", which the Board of Selectmen requested be broken out separately.



**Paula Marzloff moved to approve Office & Cleaning Supplies for \$2,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

*Misc. Grants*

Requesting total budget account of \$7,236, which is an increase of 1,101 from 2015. Year to date expended \$8,065.60.

Ed Gannon indicated the department was looking at several grant potentials including potentially SCBA equipment. Adele Frisella noted the line is used on a gross budgeting basis, meaning the full expense is accounted for from this line and then an off-setting grant revenue would be accounted for against this line as well.

**Paula Marzloff moved to approve Misc. Grants for \$7,236, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Dry Hydrants*

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$605.01.

**Paula Marzloff moved to approve Dry Hydrants for \$500, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Truck Lease / Purchase*

Requesting total budget account of \$12,700, which is level funded from 2015. Year to date expended \$12,700.

Bill Herman noted this is the lease payment for the new command vehicle authorized in last year's budget.

**Alan Villeneuve moved to approve Truck Lease/Purchase for \$12,700, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Fire Truck Maintenance*

Requesting total budget account of \$15,000, which is an increase of \$3,000 from 2015. Year to date expended \$23,731.09.

Ed Gannon noted there were a couple of trouble issues this year, including the replacement of the transmission on the Rescue truck.

**Paula Marzloff moved to approve Fire Truck Maintenance for \$15,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Apparatus Fuel*

Requesting total budget account of \$16,100, which is an increase of \$200 from 2015. Year to date expended \$12,965.46.

**Dan Carpenter moved to approve Apparatus Fuel for \$16,100, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Ambulance***

Captain Ed Gannon presented the proposed 2016 budget amount for the Derry Ambulance Service to continue to serve Auburn. This is a contracted item with the Town of Derry.

#### *Derry Ambulance Service*

Requesting total budget account of \$76,269, which is a \$10,084 increase from 2015. Year to date expended \$66,184.

Ed Gannon indicated the Towns of Auburn, Candia and Deerfield had looked at some similar sized communities elsewhere in the State that ran their own ambulance service either as part of the Fire Department or as a separate unit, and the annual costs ran around \$650,000 plus the cost of equipment and an ambulance.

**Paula Marzloff moved to approve Ambulance for \$76,269, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Emergency Management***

Captain Ed Gannon presented the proposed 2016 budget for Emergency Management. Auburn's Emergency Management Director is the Fire Chief.

#### *FEMA Expenditure*

Requesting total budget account of \$1, which is level funded from 2015. Year to date expended \$26,527.58.

#### *Training*

Requesting total budget account of \$200, which is level funded from 2015. Year to date expended \$200.

#### *Communications*

Requesting total budget account of \$1,250, which is level funded from 2015. Year to date expended \$935.77.

### *Equipment & Gear*

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$0.

**Paula Marzloff moved to approve FEMA Expenditure, Training, Communications and Equipment & Gear for a total of \$1,951, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Fire Apparatus Lease/Purchase***

#### *Fire Apparatus Lease / Purchase*

Requesting total budget account of \$72,696, which is level funded from 2015. Year to date expended \$72,696.

Bill Herman explained this item was for a lease-purchase payment due on the Quint ladder truck.

**Paula Marzloff moved to approve Fire Apparatus Lease / Purchase at \$72,696, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Parks & Recreation***

Commission Chair David Nye and Manager Helen Hiltz met with the Committee to outline adjustments made to the previously approved Recreation General Maintenance account, in addition to the Board of Selectmen's decision to include the Recreation Improvements line in the capital outlay portion of the budget and not maintain it as a line in the general operating budget.

#### *General Maintenance*

Requesting total budget account of \$21,500, which is an increase of \$18,700 from 2015. Year to date expended \$5,685.74.

David Nye explained after discussions with the Board of Selectmen, it was agreed this line item would include \$1,000 for fence toppers at the Eddows Fields baseball fields for safety improvements; \$3,700 for improvements to the gazebo and fence at the Circle of Fun Playground; \$14,000 for a fertilization program for all of the baseball fields and soccer field at Eddows Fields; and \$2,800 for general maintenance.

Paula Marzloff asked if the Commission would schedule use of the fields around the planned fertilization in order to maximize its effects and investment, and Mrs. Hiltz indicated they would plan accordingly.

**Paula Marzloff moved to approve General Maintenance at \$21,500, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Recreation Improvements*

Requesting total budget account of \$41,500, which is an increase of \$2,300 from 2015. Year to date expended \$38,574.25.

Bill Herman reported the Board of Selectmen have chosen to place this line item under the capital outlay portion of the budget, as road reconstruction is budgeted separate from the Highway Department operating funds. This is also a reduction from the original \$57,200 presented to the Committee and the \$52,200 the Committee had previously approved.

David Nye reported this account includes \$29,000 to complete the expansion of the parking lot and lighting at Eddows Recreational Fields; \$7,000 for design work for a footbridge to connect the parking lot to the ballfields; and \$5,500 to improve and expand the irrigation system at the Eddows Recreational Fields.

Alan Villeneuve noted the original request presented included \$15,000 for six dugouts at Eddows Fields, and asked if they were included in the budget. Bill Herman indicated the Board of Selectmen have discussed funding that effort from the Town Buildings Improvement Fund, so they have not been included in the operating budget.

**Alan Villeneuve moved to approve Recreation Improvements at \$41,500, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

***Health Officer***

*Mileage*

Requesting total budget account of \$100, which is level funded from 2015. Year to date expended \$25.30.

*Dues and Memberships*

Requesting total budget account of \$350, which is level funded from 2015. Year to date expended \$175.

**Alan Villeneuve moved to approve Health Officer Mileage and Dues & Memberships for a total of \$450, seconded by Bert Ouellette. A vote was taken; Voting Yes – Dan, Alan, Bert and Jim. Abstaining – Paula. The motion carried.**

## ***Insurance***

Bill Herman noted for the Committee the increase in the property & liability coverage. He indicated it is due in part to increased property values, actual payroll costs and also to the Town's claims history which includes settling several legal cases through the property & liability carrier. He indicated the only other public sector risk pool in the state is being order to close their doors by state regulators by July 1<sup>st</sup>, and that commercial insurance coverage is lacking to the extent the amount and level of training the Town currently has access to would not be available from a commercial carrier, and the municipality would forgo the statutory cap on settlements that they have with a public sector risk pool.

### ***Municipal Property Liability***

Requesting total budget account of \$63,935, which is an increase of \$10,208 from 2015. Year to date expended \$53,727.

### ***Unemployment Compensation***

Requesting total budget account of \$980, which is level funded from 2015. Year to date expended \$980.

### ***Workers' Compensation***

Requesting total budget account of \$34,610, which is an increase of \$3,146 from 2015. Year to date expended \$20,164.13.

### ***Insurance Retention***

Requesting total budget account of \$3,000, which is level funded from 2015. Year to date expended \$9,887.81.

**Alan Villeneuve moved to approve Municipal Property & Liability, Unemployment Compensation, Workers' Compensation and Insurance Retention for a total of \$102,525, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

## ***General Government Buildings***

### ***Electricity***

Requesting total budget account of \$8,500, which is an increase of \$400 from 2015. Year to date expended \$7,372.10.

Bill Herman noted this covered the Town Hall, the former Fire & Police Station on Raymond Road and the Highway Department facility.

**Alan Villeneuve moved to approve Electricity at \$8,500, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.**

*Heating Oil*

Requesting total budget account of \$18,000, which is a reduction of \$2,000 from 2015. Year to date expended \$15,335.30.

Bill Herman noted this covered the Town Hall and the former Fire & Police Station on Raymond Road, which are heated by oil, and the Highway Department facility. Which is heated by propane.

**Paula Marzloff moved to approve Heating Oil at \$18,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.**

*Repairs & Maintenance*

Requesting total budget account of \$6,000, which is an increase of \$500 from 2015. Year to date expended \$5,843.31.

**Alan Villeneuve moved to approve Repairs & Maintenance at \$6,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Property Mowing*

Requesting total budget account of \$28,000, which is level funded from 2015. Year to date expended \$28,986.

**Alan Villeneuve moved to approve Property Mowing at \$28,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Plant Costs*

Requesting total budget account of \$1,850, which is an increase of \$23 from 2015. Year to date expended \$1,933.75.

**Alan Villeneuve moved to approve Plant Costs at \$1,850, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.**

*Bottled Water*

Requesting total budget account of \$300, which is level funded from 2015. Year to date expended \$260.80.

*Janitorial Supplies*

Requesting total budget account of \$400, which is a decrease of \$100 from 2015. Year to date expended \$330.78.

**Alan Villeneuve moved to approve Bottled Water at \$300 and Janitorial Supplies at \$400, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

### *Repairs & Maintenance*

Requesting total budget account of \$6,000, which is an increase of \$500 from 2015.  
Year to date expended \$5,843.31.

**Alan Villeneuve moved to approve Repairs & Maintenance at \$6,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

### ***Advertising & Regional Associations***

#### *NH Municipal Association*

Requesting total budget account of \$4,831, which is an increase of \$180 from 2015.  
Year to date expended \$4,651.

#### *Southern NH Planning Commission*

Requesting total budget account of \$3,290, which is an increase of \$43 from 2015.  
Year to date expended \$3,247.

**Paula Marzloff moved to approve Advertising & Regional Associations at a total of \$8,121, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.**

### ***Police Department***

#### *Shift Differential*

Requesting total budget account of \$1,500, which is level funded from 2015. Year to date expended \$1,353.

Bill Herman reported this account had simply been overlooked in the prior presentations to the Budget Committee. This is a contractual item from the current contract which the Town is obligated to fund. Any potential changes in this area will be addressed in the warrant article for a new contract.

**Alan Villeneuve moved to approve Police Department Shift Differential at \$1,500, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.**

### ***General Government***

#### *General Reimbursement*

Requesting total budget account of \$4,200, which is an increase of \$200 from 2015.  
Year to date expended \$3,753.89.

Bill Herman noted this covered mainly mileage reimbursement for Town employees who use their personal vehicles for Town business. The Town reimburses at the allowable IRS rate, which is currently \$0.575 per mile.

**Alan Villeneuve moved to approve General Reimbursement at \$4,200, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.**

*Consulting Services*

Requesting total budget account of \$13,540, which is a reduction of \$3,000 from 2015. Year to date expended \$24,150.94.

Bill Herman noted this covered the Town Hall IT support vendor at \$3,540 and general services of Stantec for the Board of Selectmen at \$10,000.

**Alan Villeneuve moved to approve Consulting Services at \$13,540, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Contracts, Software & Maintenance*

Requesting total budget account of \$29,553, which is an increase of \$953 from 2015. Year to date expended \$5,300.75.

Bill Herman noted this covered virtually all of the various software systems operating at the Town Hall including general ledger, payroll, accounts payable, tax collection, motor vehicles, dog licenses, building permit, assessing, e-mail and systems back-up, and the Town web site.

**Paula Marzloff moved to approve Contracts, Software & Maintenance at \$29,553, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.**

*Tax Map Update*

Requesting total budget account of \$5,500, which is level funded from 2015. Year to date expended \$119.50.

**Alan Villeneuve moved to approve Tax Map Update at \$5,500, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.**

*General Recording Fees*

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$375.29.

*Bank Charges / Fees*

Requesting total budget account of \$150, which is level funded from 2015. Year to date expended \$0.



**Paula Marzloff moved to approve General Recording Fees at \$500 and Bank Charge / Fees at \$150, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.**

*Internet Services*

Requesting total budget account of \$1,000, which is an increase of \$50 from 2015.  
Year to date expended \$1,116.63.

*Telephone*

Requesting total budget account of \$4,500, which is a decrease of \$240 from 2015.  
Year to date expended \$4,502.04.

**Alan Villeneuve moved to approve Internet Services at \$1,000 and Telephone at \$4,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Office Equipment*

Requesting total budget account of \$5,500, which is level funded from 2015. Year to date expended \$5,623.69.

**Alan Villeneuve moved to approve Office Equipment at \$5,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Copy Machine Lease*

Requesting total budget account of \$1,200, which is a decrease of \$800 from 2015.  
Year to date expended \$570.

**Bert Ouellette moved to approve Copy Machine Lease at \$1,200, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.**

*Newsletter*

Requesting total budget account of \$17,050, which is an increase of \$1,050 from 2015.  
Year to date expended \$15,408.85.

Bill Herman noted this account covers printing and postage for the Auburn Village Crier. Paula Marzloff asked how much revenue was generated by the Crier, and Mr. Herman reported \$13,000 to \$14,000 annually.

**Alan Villeneuve moved to approve Newsletter at \$17,050, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.**

*General Postage*

Requesting total budget account of \$9,000, which is an increase of \$500 from 2015.  
Year to date expended \$9,617.47.

**Bert Ouellette moved to approve General Postage at \$9,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Conferences, Seminars & Dues*

Requesting total budget account of \$2,500, which is level funded from 2015. Year to date expended \$2,240.21.

*Office Supplies*

Requesting total budget account of \$8,000, which is level funded from 2015. Year to date expended \$7,658.46.

*Advertising*

Requesting total budget account of \$1,000, which is level funded from 2015. Year to date expended \$950.82.

*Miscellaneous Expenditures*

Requesting total budget account of \$400, which is an increase of \$300 from 2015. Year to date expended \$100.

**Alan Villeneuve moved to approve Conference, Seminars & Dues at \$2,500, Office Supplies at \$8,000, Advertising at \$1,000 and Miscellaneous Expenditures at \$400, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.**

***General Government***

*Audit*

Requesting total budget account of \$12,000, which is a decrease of \$2,000 from 2015. Year to date expended \$16,579.

Adele Frisella noted the Town is changing auditing firms in FY 2016, which resulted in the lower cost. Bill Herman noted the Town has not changed audit firms in nearly 20 years, and had entered into a one-year agreement with the new firm.

**Bert Ouellette moved to approve Audit at \$12,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.**

*Annual Assessing Update*

Requesting total budget account of \$27,000, which is level funded from 2015. Year to date expended \$22,510.84.

**Paula Marzloff moved to approve Annual Assessing Update at \$27,000, seconded by Jim Headd. A vote was taken; Voting Yes – Bert, Paula and Jim. Voting No – Dan and Alan. The motion carried.**

## ***Executive Department***

### *Selectmen Expenses*

Requesting total budget account of \$3,750, which is level funded from 2015. Year to date expended \$3,750.

### *Town Report*

Requesting total budget account of \$2,250, which is level funded from 2015. Year to date expended \$2,250.

### *Voter Guide*

Requesting total budget account of \$3,700, which is a decrease of \$400 from 2015. Year to date expended \$4,100.

**Alan Villeneuve moved to approve Selectmen Expenses at \$3,750, Town Report at \$2,250 and Voter Guide at \$3,700, seconded by Bert Ouellette. A vote was taken, all were in favor, the motion carried.**

## ***Personnel Administration***

### *Health Insurance*

Requesting total budget account of \$268,609, which is an increase of \$4,199 from 2015. Year to date expended \$258,978.40.

### *Dental Insurance*

Requesting total budget account of \$15,620, which is a decrease of \$1,402 from 2015. Year to date expended \$14,791.03.

### *Disability Insurance*

Requesting total budget account of \$8,271, which is a decrease of \$1,390 from 2015. Year to date expended \$9,235.05.

### *Life Insurance*

Requesting total budget account of \$1,688, which is an increase of \$1,688 from 2015 as this is a new item.

Bill Herman explained life insurance is a new item under Personnel Administration. He indicated it is a new item based on contract negotiations with the Auburn Police Union. However, to offer a group benefit, employers are required to offer the benefit to all full-time employees (a total of 20) and not a sub-group of employees (five full-time positions in the collective bargaining unit). As part of the negotiations, it was agreed to eliminate Merit Pay in order to fund life insurance. In the current budget, there is a \$1,000 pool for Merit Pay in general government and a second \$1,000 pool for Merit Pay for the positions covered by the collective bargaining agreement. Neither Merit Pay line item is being funded in 2016 in exchange for life insurance benefits. As presented, this line

item covers the costs for the non-unionized positions, while costs associated with employees covered by the collective bargaining agreement will be included in that warrant article.

**Alan Villeneuve moved to approve Personnel Administration line items for health insurance, dental insurance, disability insurance and life insurance for a total of \$291,188, seconded by Paula Marzloff.**

Mr. Herman noted there was a typo in the Board of Selectmen's budget proposed line for disability insurance. It states \$5,271, when it should be \$8,271. This would make the total for Personnel Administration \$294,188 as opposed to \$291,188.

**The Chair called for a vote on the pending motion. A vote was taken, all were opposed, the motion failed.**

**Alan Villeneuve moved to approve Personnel Administration line items for health insurance, dental insurance, disability insurance and life insurance for a total of \$294,188, seconded by Dan Carpenter. A vote was taken, all were in favor, the motion carried.**

#### *Longevity Pay*

Requesting total budget account of \$10,950, which is an increase of \$1,100 from 2015. Year to date expended \$8,950.

Bill Herman noted this is a provision included in both the Town's Personnel Policy and the collective bargaining agreement with the Auburn Police Union. In 2016, it would cover a total of 30 employees who have five or more years of continuous service with the Town of Auburn.

**Alan Villeneuve moved to approve Longevity Pay at \$10,950, seconded by Paula Marzloff. A vote was taken, all were in favor, the motion carried.**

#### ***Auburn School District***

Alan Villeneuve provided the Committee revised information and proposals for three budget lines in the proposed 2016-2017 school district budget that had been left over from the Committee's December 3<sup>rd</sup> And December 5<sup>th</sup> meetings on the school district budget. He indicated since those meetings, the School Board had further refined their efforts and have revisions to present to the Budget Committee.

#### *Grounds Repairs (2600-5433-1-01-33)*

The School Board had initially been considering a budget proposal of \$24,600, but reduced it to \$16,600. This is an increase of \$11,010 from the current budget.

**Paula Marzloff moved to approve Grounds Repairs at \$16,600, seconded by Dan Carpenter. A vote was taken, all were in favor, the motion carried.**

*Building Improvements (2600-5434-1-01-00)*

The School Board had initially been considering a budget proposal of \$102,440, but reduced it to \$55,000. This is a decrease of \$115,000 from the current budget.

Mr. Villeneuve reported the Board made this decision as a result of other warrant articles that they would be advancing to the voters.

**Bert Ouellette moved to approve Building Improvements at \$55,000, seconded by Paula Marzloff. A vote was taken, all were in favor, the motion carried.**

*Improvement of Instruction Services (2210)*

The School Board had initially been considering a budget proposal of \$3,979.84 for general staff development in this category, but is now proposing \$115,979.84 which included salary and benefits expenses for an Instructional Coach. This is an increase of \$112,000 from the current budget.

Mr. Villeneuve reported this is an item the School Board has had extensive discussion on and has ultimately determined the school district would be better served by hiring an Instructional Coach for the teaching staff who would be an on-site curriculum facilitator. He indicated the School Board and administration felt this position would provide support for moving the school's instruction forward, and would be a better value instead of contracting out for the service. He indicated this was requested by the Principal and the position would report directly to the Principal.

Mr. Villeneuve noted this is something the School Board has had a long conversation and discussion on as it raises the overall budget up over the goals that they had set for the school district. But the School Board members felt strongly about making this investment.

**Paula Marzloff moved to approve Improvement of Instruction Services at a total of \$115,979.84 including funding for the position of Instructional Coach, seconded by Dan Carpenter. A vote was taken, all were in favor, the motion carried.**

*Warrant Articles*

Alan Villeneuve reported the School Board will not be including warrant articles this coming year to fund either the Building Fund or the Special Education Fund.

He indicated there would be a warrant article to look at withdrawing the Auburn School District from SAU #15 that would carry a request for \$20,000 to facilitate the study.

He also indicated there would be a warrant article to fund a one-year teacher's contract that would carry a request for approximately \$85,000.

There would be an article seeking permission to sell the Dollard land the School District bought a number of years ago off Hooksett Road near Exit 2.

And there would be a warrant article proposing an addition and renovation to the Auburn Village School that would be a bond issue of approximately \$22.5 million. Mr. Villeneuve noted the School Board had presented the project plans before the Board of Selectmen Monday evening, which had a total cost of \$25 million. Since that time, the School Board had gone back to work on the plans to reduce the cost to \$22.5 million. And began looking at a 30-year bond issue versus a 20 year bond issue, which would reduce the annual tax rate impact to \$2.00 per thousand.

Mr. Villeneuve indicated the proposed project would be able to accommodate over 700 students and would result in a net gain of nine more classrooms than the school district currently has. He indicated the School Board was looking at this as a 50 year answer to school space needs, and that borrowing costs were about as low as they ever have been with the bond carrying a 3.9% interest rate. He also indicated construction costs won't gone down much lower than they are today.

Responding to a question about not renovating on the current site, but building new elsewhere, Mr. Villeneuve indicated the facility they are looking at is 112,000 square feet. New construction currently is at the average cost of \$225 per square foot, which would be at \$25,200,000, plus site work and site development costs on top of that. Looking at the Dollard property, the cost to build this facility new on that site would be approximately \$33 to \$34 million.

Mr. Villeneuve indicated the School Board would be hosting a public information session on the proposal on Saturday, January 9<sup>th</sup> in the morning.

### ***Other Business***

Town Administrator Herman noted the Town would be providing its warrant articles to the Budget Committee at their next meeting on December 17<sup>th</sup>. Barring anything unforeseen, the Committee would then likely be done their work until the required public hearing on the town and school district budgets, which he anticipated would be held on Thursday, January 14, 2016.

### ***Adjourn***

**Jim Headd moved to adjourn the meeting at 9:15 PM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.**

**The meeting adjourned at 9:15 PM.**