

Auburn Budget Committee Meeting
November 3, 2016
Auburn Town Hall

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

Members Absent: Mary Beth Lufkin

Others Present: Tax Collector & Checklist Supervisor Susan Jenkins, Road Agent Michael Dross, Fire Chief Edward Gannon, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

Approval of Meeting Minutes

Peter Miles noted he found a couple of sentences duplicated under the Health Administration item that should be removed from the minutes of the October 27, 2016.

Paula Marzloff moved to accept the minutes of the October 27, 2016 meeting as amended. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Checklist Supervisors

Checklist Supervisors

Requesting \$1,400, a reduction of \$4,100 from 2016. Year to date expended \$2,469.50

Supervisor of the Checklist Susan Jenkins noted the checklist account has been reduced as there will only be one election in 2017 as opposed to four elections held in 2016. She did note there was additional training and reporting into the State voter election system anticipated during the coming year.

David Wesche moved to approve Checklist Supervisors at \$1,400, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Paula Marzloff recused herself from consideration of the Tax Collector's budget items as she has done the deed research for the Tax Collector in the past.

Financial Administration / Tax Collection

Deed Research

Requesting \$500, a decrease of \$100 from 2016. Year to date expended \$210

Tax Bill Printing

Requesting \$3,000, a decrease of \$1,000 from 2016. Year to date expended \$2,902.56

Tax Collector Education

Requesting \$1,100, a decrease of \$900 from 2016. Year to date expended \$966

David Wesche moved to approve Financial Administration / Tax Collection at \$4,600 for Deed Research, Tax Bill Printing and Tax Collector Education. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Paula Marzloff resumed her position on the Committee.

Dan Carpenter recused himself from consideration of the Patriotic Purposes / Auburn Historical Association budget item.

Patriotic Purposes

Auburn Historical Association

Requesting \$5,000, level funded from 2016. Year to date expended \$5,000

Susan Jenkins noted this appropriation has been to support the Auburn Historical Association maintain its building on Hooksett Road. The Association's finances are dependent upon fundraising activities through the course of the year and that it cost approximately \$30,000 a year to maintain the building. Alan Villeneuve suggested it would be helpful if the Budget Committee knew the annual expense for the Association and its financial capacity. He felt it would be easier to defend the appropriation of Town funds. Dan Carpenter indicated that type of information could be provided by the Auburn Historical Association.

Alan Villeneuve moved to approve Auburn Historical Association at \$5,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Dan Carpenter resumed his position on the Committee.

Flags

Requesting \$1,650, an increase of \$150 from 2016. Year to date expended \$1,899

Bill Herman noted this account covers replacement flags, poles and brackets for the utility pole display in the center of Town, replacement flags as needed at approximately six Town properties, and American flags put at veteran's headstones in the two Town cemeteries.

A question was raised whether the flags on the utility poles should be flown without lights on them. Flag etiquette would dictate the flags be lit or be taken down at the end of each day. Bill Herman indicated it was clear the utility company would not authorize the establishment of lights on their poles for this purpose. He indicated a permit to put the flags up had to be secured annually from the utility, and it was clear nothing other than the flags would be allowed. The utility companies ceased allowing banners to be hung across roads a number of years ago.

Alan Villeneuve and David Wesche felt the rules for the display of flags should be looked into and the Town should be in compliance with the appropriate display of the American flag.

Alan Villeneuve moved to approve Flags at \$1,650, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Highway and Roads

Road Agent Michael Dross presented the Highways and Road budget.

Highway Shimming

Requesting \$130,000, an increase of \$10,000 from 2016. Year to date expended \$79,021.49

Road Agent Michael Dross reported they shimmed Heather Circle, Vici Drive, a portion of Pingree Hill Road, and Bunker Hill Road in 2016. He was looking at shimming another portion of Pingree Hill Road, Spofford Road and the lower section of Eaton Hill Road in 2017.

Alan Villeneuve moved to approve Highway Shimming at \$130,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Alan Villeneuve asked the Road Agent if there was an overall plan for the Town roads. The Road Agent indicated the Board has not yet discussed Road Reconstruction for 2017, but his general philosophy is to focus on the worst roads he can in order to stabilize them until all major reconstruction is complete. He felt the remaining roads in need of reconstruction were a portion of Lovers Lane, Nutt Road, Squirrel Drive, Lakeview Way, Rockwood Terrace, Walnut Drive, Acorn Avenue, Joan Drive, and then Rockingham Road and Old Candia Road to remove the cement base from both roads.

The Road Agent indicated it was his belief this major road reconstruction work could be completed in the next three to four years. At that time, the Town could then do between \$250,000 and \$400,000 per year in shimming work to maintain the roads in good condition, and will be able to eliminate the road reconstruction budget as we know it today.

Highway Spring/Summer Storms

Requesting \$8,500, level funded from 2016. Year to date expended \$0

The Road Agent indicated this line item is in place mainly should the Town experience a declared disaster, the expenses for clean-up and repair would be run through this account to keep track for claim and reimbursement purposes.

Alan Villeneuve moved to approve Highway Spring/Summer Storms at \$8,500, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Highway Summer Subcontractors

Requesting \$138,000, an increase of \$45,000 from 2016. Year to date expended \$137,475

The Road Agent indicated he had asked the Selectmen to combine the Highway Summer Subcontractor account (formerly \$93,000) and the Summer Gravel/Bankrun account (formerly \$45,000) into one account as it is all the same work being accounted for between the two budget lines.

David Wesche moved to approve Highway Summer Subcontractors at \$138,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Highway Road Striping

Requesting \$20,000, level funded from 2016. Year to date expended \$0

The Road Agent indicated he has had difficulty in getting the contractor to Auburn initially due to work schedules, and then due to equipment issues the contractor had. He still hoped to get the roads striped before the winter.

David Wesche moved to approve Highway Road Striping at \$20,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Highway Tree/Brush Cutting

Requesting \$42,000, an increase of \$10,000 from 2016. Year to date expended \$20,295

The Road Agent indicated he reduced Winter Sand by \$20,000, and increased the Tree & Brush cutting by \$10,000 to address pending issues. He indicated there were a significant amount of ash trees dying throughout the Town, and he would like to take a number of them down in an orderly fashion before they fall down. The budget increases would allow him to have a tree crew in Auburn for about a week longer than we do currently.

Alan Villeneuve asked if the rip rap in road swales affect the brush cutting operations. The Road Agent indicated it didn't in general, but it requires two different mowers be used throughout Town – the traditional tractor mower and also one with a long arm mower to get over those drainage swales.

Paula Marzloff moved to approve Highway Tree/Brush Cutting at \$42,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Highway Crack Sealing

Requesting \$1, level funded from 2016. Year to date expended \$0

The Road Agent indicated he did not plan to do crack sealing in 2016.

Alan Villeneuve moved to approve Highway Crack Sealing at \$1, seconded by David Wesche. A vote was taken; Voting in favor: Alan, Bert, David, Jim. Voting No: Dan and Paula. The motion carried.

Highway Cold Patch

Requesting \$5,000, level funded from 2016. Year to date expended \$1,975

Alan Villeneuve moved to approve Highway Cold Patch at \$5,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Highway Summer Gravel/Bankrun

Requesting \$0, a decrease of \$45,000 from 2016. Year to date expended \$0

The Road Agent noted this line item had been merged with the Summer Subcontractor line previously considered. Members of the Budget Committee suggested keeping the line open with a \$1 appropriation.

Bert Ouellette moved to approve Highway Summer Gravel/Bankrun at \$1, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Highway Summer Misc. Supplies

Requesting \$3,000, level funded from 2016. Year to date expended \$2,130.84

David Wesche moved to approve Highway Summer Misc. Supplies at \$3,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Highway Winter Subcontractor

Requesting \$382,000, an increase of \$15,000 from 2016. Year to date expended \$168,575

The Road Agent noted this line item had been increased in part due to the increased miles of road the Town is maintaining and in part due to a \$5 per hour across the board rate increase for truck, plowing and salting equipment. He noted there has not been a rate increase in this area since 2010.

Dan Carpenter moved to approve Highway Winter Subcontractors at \$382,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Highway Winter Salt

Requesting \$170,000, level funded from 2016. Year to date expended \$60,987.44

Alan Villeneuve moved to approve Highway Winter Salt at \$170,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Highway Winter Sand

Requesting \$5,000, a reduction of \$20,000 from 2016. Year to date expended \$0

The Road Agent noted they had processed and stockpiled an approximate two-year supply of winter sand. He wanted to maintain \$5,000 in this line item in the event they had to purchase sand at some point in the winter due to conditions that may not allow them to access the stockpile timely.

Paula Marzloff moved to approve Highway Winter Sand at \$5,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Highway Winter Repairs

Requesting \$8,000, level funded from 2016. Year to date expended \$4,143.14

The Road Agent noted this account is for carbide cutting edges for snow plows, bolts and miscellaneous items for the repair of equipment for winter maintenance. He noted the Town has historically provided the cutting edges for the snowplows, and they have found using carbide edges has worked well and they need to be replaced less often.

Paula Marzloff moved to approve Highway Winter Repairs at \$8,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Highway Bridge & Culvert

Requesting \$5,000, level funded from 2016. Year to date expended \$6,058.85

Alan Villeneuve moved to approve Highway Bridge & Culvert at \$5,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Highway Guardrails, Gates, Etc.

Requesting \$1,000, level funded from 2016. Year to date expended \$250.47

The Road Agent noted most of this line item will be spent on repair of guardrails. He indicated there are only two or three gates the Town maintains.

Alan Villeneuve moved to approve Highway Guardrails, Gates, Etc., at \$1,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Highway Signs & Safety Equipment.

Requesting \$3,500, level funded from 2016. Year to date expended \$772.70

Alan Villeneuve asked if there are any easy to place road barriers to assist with the one-way traffic on Eaton Hill Road adjacent to the Auburn Village School for the times when one-way travel is supposed to take place. The Road Agent indicated he had some easy to place barricades that students or staff could put in place as needed. He would be glad to provide them.

David Wesche moved to approve Highway Signs & Safety Equipment at \$3,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Highway Catch Basin Maintenance.

Requesting \$5,000, level funded from 2016. Year to date expended \$0

Alan Villeneuve moved to approve Highway Catch Basin Maintenance at \$5,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Highway Storm Water Maintenance.

Requesting \$15,000, a decrease of \$7,500 from 2016. Year to date expended \$26,804

The Road Agent reported the Town had cleaned up most of the detention ponds this year. He felt they would need to mow the areas in 2017 and would have Statec monitor them, but felt the major maintenance work would occur every two or three years.

Bert Ouellette moved to approve Highway Storm Water Maintenance at \$15,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Fire Department

Fire Chief Ed Gannon presented the Fire Department's budget request.

Fire & Rescue New Equipment

Requesting \$15,000, level funded from 2016. Year to date expended \$12,829.11

Alan Villeneuve moved to approve Fire & Rescue New Equipment at \$15,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire New Radios

Requesting \$4,200, level funded from 2016. Year to date expended \$4,160.45

Chief Gannon reported there remains a dead spot area where the Department's portable radios cannot communicate. The plan for 2017 is to put a mobile repeater in Car 1, which will enable the portable radios to boom out off the repeater and resolve the dead spot issue. It will also enable the Auburn system to work with mobile communications systems in Derry and Chester, providing the maximum level of safety for all firefighters.

Alan Villeneuve moved to approve Fire New Radios at \$4,200, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire SCBA Maintenance

Requesting \$5,000, level funded from 2016. Year to date expended \$3,798.85

Alan Villeneuve moved to approve Fire SCBA Maintenance at \$5,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire Water Hydrants

Requesting \$10,000, level funded from 2016. Year to date expended \$5,401.72

Paula Marzloff moved to approve Fire Water Hydrants at \$10,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Fire Dues, Subscriptions and Software

Requesting \$2,500, level funded from 2016. Year to date expended \$4,143.55

Paula Marzloff moved to approve Fire Dues, Subscriptions and Software at \$2,500, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire Rescue Supplies

Requesting \$2,000, level funded from 2016. Year to date expended \$1,727.24

Alan Villeneuve moved to approve Fire Rescue Supplies at \$2,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Fire Protective Clothing

Requesting \$10,000, level funded from 2016. Year to date expended \$5,224.62

David Wesche moved to approve Fire Protective Clothing at \$10,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.

Fire Office & Cleaning Supplies

Requesting \$2,500, level funded from 2016. Year to date expended \$2,239.21

Paula Marzloff moved to approve Fire Office & Cleaning Supplies at \$2,500, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire Occupational Health & Safety

Requesting \$500, a decrease of \$500 from 2016. Year to date expended \$0

David Wesche moved to approve Fire Occupational Health & Safety at \$500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Fire Forest Fires

Requesting \$1, level funded from 2016. Year to date expended \$0

David Wesche moved to approve Fire Forest Fires at \$1, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.

Fire Equipment Maintenance

Requesting \$4,200, level funded from 2016. Year to date expended \$2,335.95

David Wesche moved to approve Fire Equipment Maintenance at \$4,200, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Fire Equipment Maintenance

Requesting \$4,200, level funded from 2016. Year to date expended \$2,335.95

David Wesche moved to approve Fire Equipment Maintenance at \$4,200, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Fire Radio Repair

Requesting \$1,000, level funded from 2016. Year to date expended \$815.55

Alan Villeneuve moved to approve Fire Radio Repair at \$1,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Derry Dispatch

Requesting \$44,824, level funded from 2016. Year to date expended \$43,757

Alan Villeneuve moved to approve Derry Dispatch at \$44,824, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.

Fire & Rescue Training

Requesting \$17,000, level funded from 2016. Year to date expended \$5,806.44

Committee members inquired about any training plans for the remainder of the year. Chief Gannon noted he was working to manage the bottom line of the budget as he learned the budget process as a new Chief. He noted he had some unexpected expenses in other areas, and this was a place he was holding back expenditures as a result. Alan Villeneuve appreciated the Chief's efforts, but felt training and community outreach were areas the Town shouldn't be short changing.

Alan Villeneuve moved to approve Fire & Rescue Training at \$17,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire Hazmat

Requesting \$6,553.52, an increase of \$103.52 from 2016. Year to date expended \$6,553.52

Chief Gannon reported Auburn had a couple of Level 1 instances in the past few years, but they were easily handled. The Town has not had a serious incident which required a full Hazmat response. He felt the Hazmat Mutual Aid District was really an insurance policy to protect the Town from such incidents.

Alan Villeneuve moved to approve Fire Hazmat at \$6,553.52, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire Building Maintenance

Requesting \$9,000, level funded from 2016. Year to date expended \$8,374.70

Chief Gannon reported he was looking to take steps to make the Pingree Hill Fire Station more airtight to improve on heating costs, and to also add ceiling fans to the bay

area of the Safety Complex to push the heat down. He also wants to seal the bay doors to make them as air tight as possible.

David Wesche moved to approve Fire Building Maintenance at \$9,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.

Fire Misc Grant

Requesting \$7,236, level funded from 2016. Year to date expended \$3,974.55

Chief Gannon outlined his plans to work on Tanker 2 by repairing the pump, lighting, and chevrons to add substantial life to the vehicle. He indicated it only had 34,000 miles on it, and the body, engine and transmission were all in good shape. He felt the planned work would extend the useful life of the vehicle, and also noted it was a recommendation contained in the recent MRI review of the Fire Department..

David Wesche moved to approve Fire Misc Grant at \$7,236, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Fire Dry Hydrants

Requesting \$500, level funded from 2016. Year to date expended \$0

Chief Gannon estimated the Town had approximately 25 dry hydrants and approximately 15 cisterns that it maintains.

Paula Marzloff moved to approve Fire Dry Hydrants at \$500, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Fire Truck Lease/Purchase

Requesting \$13,025, an increase of \$325 from 2016. Year to date expended \$13,025

David Wesche moved to approve Fire Truck Lease/Purchase at \$13,025, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.

Fire Truck Maintenance

Requesting \$15,000, level funded from 2016. Year to date expended \$15,161

Alan Villeneuve moved to approve Fire Truck Maintenance at \$15,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Fire Apparatus Fuel

Requesting \$11,000, a decrease of \$5,100 from 2016. Year to date expended \$6,227.34

Alan Villeneuve asked if there was a department policy concerning which truck or vehicle the full-time day personnel goes out in for handling various non-emergency calls and assignments. Chief Gannon responded they do, and the inspections conducted

daytime are now using the forestry vehicle as opposed to one of the larger fire trucks. The Chief had some concerns in that area, and he said it was one of the things he had discussed with the reviewers from Municipal Resources. He is now comfortable with the use of these vehicles during the day.

David Wesche moved to approve Fire Apparatus Fuel at \$11,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Building Inspector

The Building Inspector is teaching a class on Thursday evenings through December. Jim Headd and Bill Herman agreed to answer questions the Committee may have with the proposed budget for the Building Inspector.

Engineering Services

Requesting \$500, an increase of \$499 from 2016. Year to date expended \$0

Legal Expenditures

Requesting \$3,000, a decrease of \$1,000 from 2016. Year to date expended \$1,907.50

Cell Phone Reimbursement

Requesting \$600, an increase of \$180 from 2016. Year to date expended \$315

Office Equipment

Requesting \$500, level funded from 2016. Year to date expended \$0

Dues, Workshops & Seminars

Requesting \$3,500, level funded from 2016. Year to date expended \$2,113.86

Books

Requesting \$500, level funded from 2016. Year to date expended \$391.03

Safety Equipment

Requesting \$150, level funded from 2016. Year to date expended \$129

Printing, Forms & Supplies

Requesting \$300, level funded from 2016. Year to date expended \$0

Vehicle Repairs & Maintenance

Requesting \$750, level funded from 2016. Year to date expended \$38.78

Fuel/Mileage

Requesting \$800, a decrease of \$200 from 2016. Year to date expended \$443

The Committee members reviewed the written narrative provided by the Building Inspector for her proposed budget.

Alan Villeneuve moved to approve the Building Inspector's proposed operating budget totaling \$10,600, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Adjourn

David Wesche moved to adjourn the meeting at 8:35 PM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:35 PM.