

Auburn Budget Committee Meeting  
November 17, 2016  
Auburn Town Hall

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

Members Absent: James Headd

Others Present: Town Clerk Kathleen Sylvia, Police Commission Chairman David Dion, Police Chief Edward Picard, Lt. Ray Pelton, Detective Sergeant Charles Chabot, Office Manager Lillian Deeb, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

***Approval of Meeting Minutes***

**Paula Marzloff moved to accept the minutes of the November 10, 2016 meeting as printed. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

***Town Clerk***

Town Clerk Kathleen Sylvia noted she had suggested simplifying the budget accounts under the Town Clerk's election duties from past years to combine the wages paid to different officials into one "Election Personnel" line instead of six separate lines, and to combine the other election expenses (i.e. – printing of ballots, programming of ballot machine, booth set-up, etc.), into one "Election Costs" account versus multiple separate line items. The Board of Selectmen had approved this system. She also noted 2017 will only have one local election process in March compared to the four elections that were held in 2016.

***Election Personnel***

Requesting \$2,225, a reduction of \$6,675 from 2016. Year to date expended \$8,729.70

***Records Preservation***

Requesting \$4,000, level funded from 2016. Year to date expended \$3,800

***Dues & Conferences***

Requesting \$1,725, an increase of \$725 from 2016. Year to date expended \$764

*Law Books*

Requesting \$3,000, a reduction of \$28,950 from 2016. Year to date expended \$1,712.39

*Election Costs*

Requesting \$3,650, a decrease of \$851 from 2016. Year to date expended \$5,502.89

*Dog Tags*

Requesting \$500, an increase of \$100 from 2016. Year to date expended \$0

**Alan Villeneuve moved to approve Town Clerk at \$12,750, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

***Police Department***

Lt. Ray Pelton presented a review of Police Department activity and efforts in 2016 including a focus on community involvement, replacing the Captain's position with a full-time patrol officer, call volume, cruiser mileage, prosecution volume and time impacts, dealing with the opioid crisis, the department review and operating recommendations from the MRI Report, staffing plans for 2017 (9 full-time officers and 8 part-time officers), potential staffing for 2018 or 2019 (11 full-time officers and 6 part-time officers); and the need to replace the Department's radar speed trailer.

The Committee members had a general discussion with the Department representatives about the current activity and future planning.

*DWI & Sobriety Checkpoint Patrol*

Requesting \$5,000, level funded from 2016. Year to date expended \$1,493.71

*Selective Traffic Control*

Requesting \$4,000, level funded from 2016. Year to date expended \$2,717.42

*Police Witness Fees*

Requesting \$2,000, level funded from 2016. Year to date expended \$1,660.64

*PD OHRV*

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

Officer Manager Deeb reported the DWI & Sobriety Checkpoint Patrols are included in a grant through the Office of Highway Safety, which would cover 20 patrols of six hours each. The grant regulations require these patrols be in addition to duty shift patrols normal scheduled by the Department.

Lt. Pelton noted the Selective Traffic Control patrols were separate patrols from the DWI patrols, and included radar patrols, distracted driving patrols and the like. They were also funded in part through the Office of Highway Safety.

**Alan Villeneuve moved to approve DWI & Sobriety Checkpoint Patrol, Selective Traffic Control, Police Witness Fees and PD OHRV at \$11,001. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Police Uniforms*

Requesting \$8,450, level funded from 2016. Year to date expended \$4,916.76

**Bert Ouellette moved to approve Police Uniforms at \$8,450. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.**

*Computer Services*

Requesting \$23,500, a decrease of \$3,936 from 2016. Year to date expended \$31,051.29

Office Manager Lillian Deeks reported the department had to replace its main file server during the current year due to a crash. Originally, the department had planned on replacing its back-up server, but had to delay that until 2017 after its main server crashed. Otherwise, the department has generally recovered from the hacking incident in 2015. Alan Villeneuve indicated the school district is using virtual servers which are hosted by other entities off-site for less of an expense, and wondered if the police department was looking into that potential. Sergeant Chabot reported that by moving more to the IMC System managed by Rockingham County, the files used by the Auburn Police Department through that system will be stored in the IMC servers, and not here in Auburn.

Dan Carpenter asked how many lap top computers the department had and whether they are all in use. Lt. Pelton reported there are seven lap tops, one per cruiser. And they are generally secured into the cruisers and not easily removed. Although acknowledging some were used more than others, all of the lap tops were in service and in use.

**Alan Villeneuve moved to approve Computer Services at \$23,500. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Custodial Services*

Requesting \$7,120, level funded from 2016. Year to date expended \$5,650

**Paula Marzloff moved to approve Custodial Services at \$7,120. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Medical Services*

Requesting \$1,200, level funded from 2016. Year to date expended \$675.23

**Alan Villeneuve moved to approve Medical Services at \$1,200. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Court Prosecutor*

Requesting \$19,100, an increase of \$5,100 from 2016. Year to date expended \$12,833.37

Police Commission Chair David Dion reported the use of a police prosecutor began in 2013 at an annual cost of \$12,000. The number of hours for the prosecutor has increased over time due to the number of cases being handled, in addition to other activities such as trainings he is providing to members of the department. The budget increase is due to planning for an increased number of hours in 2017, not an increase in the hourly rate of pay. Prosecutor Lonnie McCaffrey answered questions from members of the committee.

**Alan Villeneuve moved to approve Court Prosecutor at \$19,100. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Radar*

Requesting \$1,145, level funded from 2016. Year to date expended \$520

**Mary Beth Lufkin moved to approve Radar at \$1,145. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Radio Maintenance*

Requesting \$6,300, level funded from 2016. Year to date expended \$4,404.73

Lt. Pelton reported a large portion of this account will be used to acquire a station repeater, which will allow portable radios used within its coverage radius to boom off their cruiser radio. He indicated this would be a five-watt radio connecting with and projecting from a 100-watt radio.

**Mary Beth Lufkin moved to approve Radio Maintenance at \$6,300. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Training*

Requesting \$4,200, level funded from 2016. Year to date expended \$3,330.94

**Alan Villeneuve moved to approve Training at \$4,200. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Photography*

Requesting \$300, level funded from 2016. Year to date expended \$31.92

**Paula Marzloff moved to approve Photography at \$300. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Public Relations*

Requesting \$3,500, level funded from 2016. Year to date expended \$3,566.52

**Mary Beth Lufkin moved to approve Public Relations at \$3,500. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Plant Costs*

Requesting \$8,000, level funded from 2016. Year to date expended \$6,337.72

**Mary Beth Lufkin moved to approve Plant Costs at \$8,000. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Equipment*

Requesting \$5,050, level funded from 2016. Year to date expended \$7,494.95

Lt. Pelton there were three new or replacement bullet-proof vests included in this account, in addition to AED units and ACO snares which were recommended in the MRI Report.

**Alan Villeneuve moved to approve Equipment at \$5,050. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Office Equipment*

Requesting \$2,000, a reduction of \$4,580 from 2016. Year to date expended \$6,312.35

**Alan Villeneuve moved to approve Office Equipment at \$2,000. Seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.**

*Postage*

Requesting \$600, level funded from 2016. Year to date expended \$279.30

**Mary Beth Lufkin moved to approve Postage at \$600. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Subscriptions*

Requesting \$4,000, a reduction of \$370 from 2016. Year to date expended \$3,654.78

**Mary Beth Lufkin moved to approve Subscriptions at \$4,000. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Firearms*

Requesting \$5,800, level funded from 2016. Year to date expended \$4,573.69

**Mary Beth Lufkin moved to approve Firearms at \$5,800. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Supplies*

Requesting \$2,250, level funded from 2016. Year to date expended \$1,479.37

**Mary Beth Lufkin moved to approve Supplies at \$2,250. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Canine Supplies*

Requesting \$3,000, level funded from 2016. Year to date expended \$2,414.03

Lt. Pelton reported Sergeant Cashman and K-9 Atheos are performing well. The canine is being trained to be a specialist in drug detection (narcotics).

**David Wesche moved to approve Canine Supplies at \$3,000. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Police Commission Expenses*

Requesting \$100, level funded from 2016. Year to date expended \$8,860.70

Commission Chairman Dion reported in 2016, the Commission received a complaint that they felt required an internal investigation be conducted by an outside entity. The Commission paid the expenses for that investigation through this budget line in order to keep full track of the costs. The expenses included the service of an investigative firm, and Town Counsel to assist the Police Commission. The Commission hopes that was a one-time situation.

**Mary Beth Lufkin moved to approve Police Commission Expenses at \$100. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Office Supplies*

Requesting \$2,250, level funded from 2016. Year to date expended \$1,485.37

**Alan Villeneuve moved to approve Office Supplies at \$2,250. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Advertising*

Requesting \$200, level funded from 2016. Year to date expended \$124.05

**Paula Marzloff moved to approve Advertising at \$200. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Other Contingencies*

Requesting \$200, level funded from 2016. Year to date expended \$82.45

**David Wesche moved to approve Other Contingencies at \$200. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Cruisers*

Requesting \$69,520, an increase of \$12,190 from 2016. Year to date expended \$49,591.41

Commission Chairman Dion noted the Commission had chosen not to replace two cruisers two years ago, and only acquired one. It then resumed acquiring two cruisers last year and is proposing to do so next year, which will increase the lease-purchase costs from the prior year that included costs from the year of one cruiser acquisition.

Dan Carpenter asked how many cruisers and vehicles does the Town have in service. Lt. Pelton reported there are seven cruisers, one motorcycle and one ATV. Mary Beth Lufkin asked why a cruiser would be parked at a police officer's home. Lt. Pelton reported there were four cruisers assigned to specific officers due to their potential call for service at any time. Those included the Chief, the Lieutenant, the Detective Sergeant and the K-9 Officer.

Alan Villeneuve asked if consideration has been given to potentially easing up on the replacement schedule and perhaps only replace one cruiser per year instead of two, or possibly keeping cruisers in services for four or five years instead of generally for three. Lt. Pelton noted when the cruisers are acquired, the Town secures an extended warranty for three years, which has helped avoid or reduce maintenance costs of keeping older vehicles in service. Chief Picard noted 50,000 miles on a police vehicle would be similar to 100,000 miles on a personal vehicle due to the nature of how police cruisers are used and function.

**David Wesche moved to approve Cruisers at \$69,520. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Motorcycle*

Requesting \$4,000, level funded from 2016. Year to date expended \$3,379.95

**David Wesche moved to approve Motorcycle at \$4,000. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Cruiser Maintenance*

Requesting \$10,550, level funded from 2016. Year to date expended \$7,845.48

**Alan Villeneuve moved to approve Cruiser Maintenance at \$10,550. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

*Cruiser Fuel*

Requesting \$25,000, a decrease of \$3,000 from 2016. Year to date expended \$14,125.63

**Alan Villeneuve moved to approve Cruiser Fuel at \$25,000. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

***Warrant Article***

*Replacement Radar Message Unit*

*“To see if the Town will vote to raise and appropriate the sum of Fifteen thousand five hundred dollars (**\$15,500**) to purchase a Radar Message Sign for the Auburn Police Department; and to authorize the Board of Selectmen to accept Seven thousand, seven hundred and fifty dollars (\$7,750) received through New Hampshire Department of Safety, Office of Highway Safety grant, with the balance of \$7,750 to be raised by taxes.”*

The Board of Selectman are recommending the article, and the Budget Committee is being asked whether they recommend or do not recommend the article.

Alan Villeneuve felt the Committee should not act on warrant articles until the end of the process and know what the entire budget and other items look like. Paula Marzloff disagreed. She felt the proposed replacement radar was not a lot of money and it is needed to replace current defective equipment the Town has utilized for 15 years. Dan Carpenter suggested perhaps the Committee could discuss the proposal while the police representatives were present, but delay voting until after the entire budget has been presented.

Mary Beth Lufkin asked if the grant was already approved. Lillian Deeb reported it was and the funding was in place until September 2017. If the Town did not approve the matching share of funding for the unit, then the grant funding would lapse.

Alan Villeneuve asked if the warrant article could only be for the Town's share of \$7,750. Bill Herman reported it couldn't as the department needed spending authority of \$15,500 to purchase the unit. If the article was only for \$7,750 for the Town's match, then \$7,750 would be all they were allowed to spend.



**Mary Beth Lufkin moved for the Budget Committee to recommend approval of the radar message unit warrant article as presented. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Recreation Improvements***

The Budget Committee was provided with a report detailing requests totaling \$91,378 that was submitted by the Parks & Recreation Commission, as well as a budget of \$40,400 that had been approved by the Board of Selectmen.

The Parks and Recreation Commission budget items included:

Eddows Field Parking Lot / Gate Widening to two lanes, \$2,800

Eddows Field Parking Lot – Finish Gravel, \$6,200

Eddows Field – Back Stop Replacement, \$7,200

Eddows Field – Six Dugouts, \$15,000

Eddows Field, Walking Path from new parking lot to fields, \$60,178

The Recreation Improvement budget items approved by the Board of Selectmen included:

Eddows Field Parking Lot / Gate Widening to two lanes, \$2,800

Eddows Field Parking Lot – Finish Gravel, \$6,200

Eddows Field – Back Stop Replacement, \$7,200

Eddows Field – Six Dugouts, \$20,200

Eddows Field, Irrigation to connect systems to two different wells, \$4,000

Alan Villeneuve reported on the recreational facility in Candia which is supported entirely by private funds, and none of it comes out of town tax dollars. He felt it begs the question about what the Town should be funding and indicated he feels the organizations that use the fields should raise the funds necessary to improve the fields.

Mary Beth Lufkin felt if the Committee knew how many children were served by the fields, they may have a better sense of the bang for the buck. She felt the Committee need to look at this holistically and not just take a budget cut out from the children.

Alan Villeneuve felt the Committee needs to see the entirety of the plan for the development of the Eddows Field property, and not just hodge podge pieces of improvements. He noted that the School District is dealing with irrigation issues for the school field and they have been advised that depending on the type of field and activity, the irrigation system will need capacity for between 15 and 60 gallons of water per minute.

Bert Ouellette indicated irrigation has been part of various Parks & Recreation requests for many years, and the work never gets done or never seems to get done right. He felt the Town has already invested too much money into a failed system and he felt the \$4,000 for irrigation should be removed from the budget.

**Bert Ouellette moved to approve Recreation Improvements at the amount of \$36,400 by deleting the \$4,000 requested for irrigation. Seconded by Paula Marzloff. After discussion, a vote was called. In favor – Bert and Paula. Opposed – Alan, Dan, Mary Beth and David. The motion failed.**

David Wesche in general felt the request was high and he was in favor of only doing what was needed for safety purposes. Bill Herman indicated the dugouts have been identified for the past couple of years as a missing safety feature on three fields, so the dugouts are likely the safety features in the list.

**David Wesche moved to approve Recreation Improvements at the amount of \$20,200 for the six dugouts at Eddows Field. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Executive Department***

#### *Selectmen Expenses*

Requesting \$3,750, level funded from 2016. Year to date expended \$2,812.50

#### *Town Report*

Requesting \$2,000, a reduction of \$250 from 2016. Year to date expended \$1,172.09

#### *Voter Guide*

Requesting \$3,700, level funded from 2016. Year to date expended \$3,289.96

**Mary Beth Lufkin moved to approve Selectmen Expenses, Town Report and Voter Guide at a total of \$9,450, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Personnel Administration***

#### *Longevity Pay*

Requesting \$10,350, a reduction of \$600 from 2016. Year to date expended \$0

Bill Herman noted this is an obligation in the Collective Bargaining Agreement with the Police Union, and is also included in the Town's Personnel Policy for other employees. In 2017, there would be 29 employees covered by this provision.

**David Wesche moved to approve Longevity Pay at \$10,350, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Emergency Management***

### *OEM – FEMA Expenditure*

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

### *Training*

Requesting \$200, level funded from 2016. Year to date expended \$42.48

### *Equipment & Gear*

Requesting \$500, level funded from 2016. Year to date expended \$396.87

**Mary Beth Lufkin moved to approve Emergency Management at \$701, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Warrant Article***

### *Mosquito Control*

*“To see if the Town will vote to raise and appropriate the sum of Thirty-four thousand six hundred and seventy-five dollars (**\$34,675**) to implement a mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis.”*

The Board of Selectman is recommending the article, and the Budget Committee is being asked whether they recommend or do not recommend the article.

**David Wesche moved for the Budget Committee to not recommend approval of the mosquito control warrant article as presented. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

Alan Villeneuve recused himself from the Committee to present the budget of the Conservation Commission.

## ***Conservation Commission***

### *Professional Services*

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

### *Maps & Supplies*

Requesting \$350, level funded from 2016. Year to date expended \$0

### *Education*

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

### *Dues & Memberships*

Requesting \$600, level funded from 2016. Year to date expended \$353

### *Natural Resources Inventory*

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

Alan Villeneuve reported the Commission successfully closed on two conservation easements in the past year, with one on property on Dearborn Road and the other on Bunker Hill Road. The Commission has at least one more significant one under consideration at the present time. The Commission also has a couple of new members, who will be joining some workshop training sessions in the coming year.

**Mary Beth Lufkin moved to approve Conservation Commission at \$1,951, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

Alan Villeneuve resumed his position on the Committee.

### ***Other Business***

Alan Villeneuve confirmed the next meeting of the Budget Committee would be held on Saturday, December 3<sup>rd</sup> at 8 AM at the Auburn Village School to take up the school district budget.

Bill Herman estimated that the final Town budget items and warrant articles would be ready for a Budget Committee meeting on Thursday, December 8<sup>th</sup>.

### ***Adjourn***

Paula Marzloff moved to adjourn the meeting at 8:55 PM. Seconded by David Wesche. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:55 PM.