

Auburn Budget Committee Meeting  
October 26, 2017  
Auburn Town Hall

Members Present: Peter Miles, Chairman; Kevin Downing, David Wesche, Paula Marzloff, Dan Carpenter, Keith Leclair and James Headd

Others Present: Planning Board Chair Ronald Poltak, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

***Approval of Meeting Minutes***

**David Wesche moved to accept the minutes of the October 19, 2017 meeting with the correction of the phrase “remove six tress” to “remove six trees” on Page 4. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

Mr. Carpenter also indicated he did not understand the sentiments Mary Beth Lufkin had expressed at the last meeting (Page 4) concerning having a philosophy or goal. He acknowledged that in conducting a line by line review of a budget, it can become easy to justify every line individually. He indicated the Budget Committee may be able to changes some of those lines if they saw the whole package. Mr. Wesche noted the Budget Committee usually has a discussion on what are the expectations of the individual members for the coming year and, to the extent it may be possible, develop a Committee view or plan for the overall approach to the budget. He noted the Committee didn't do that this year, and he believed that was her intent with her comments at the last meeting.

Bill Herman indicated he has been discussing with Finance Director Adele Frisella the potential of proposing a slightly different budget process for the FY 2019 town budget where we would look to secure all of the department's proposed budgets before the end of September. As such, we could provide both the Board of Selectmen and the Budget Committee with as close to a “whole” budget as possible upfront so they can see the big picture before meeting individually with the various departments and committees to do individual reviews as both committees do now. Most members of the Budget Committee expressed support for this approach and felt it would help them in doing their work.

Peter Miles indicated he believed the Budget Committee's responsibility was to determine how much money the Town needs to operate efficiently. He felt it wasn't a

specific number or percentage decrease or increase goal, but whether all lines look reasonable for the level of service that is expected.

Mr. Wesche asked if it would be possible for the Budget Committee to be advised of any budget adjustments made during the course of a year that could affect how they look at some line items. Mr. Herman indicated it is possible, but not through the actual general ledger and budget program. He indicated it does not happen often, but the Board of Selectmen vote to make those adjustments and then bills are paid through the different line items they designate. So it would be possible to capture the votes taken by the Selectmen and provide the Budget Committee with that information.

Keith Leclair and Mr. Miles asked if the amount of the fund balance of the 2017 budget (difference between amount appropriate and actually spent) was known. Ms. Frisella indicated the undesignated fund balance increased by approximately \$300,000, but that was a mix of increased revenues and unspent appropriations. Mr. Herman indicated a specific number as to the unspent money would not be known until the books actually closed, but estimated it was approximately \$50,000.

### ***Planning & Zoning***

Paula Marzloff recused herself from the Budget Committee as she serves as an alternate member of the Planning Board.

#### ***Mileage***

Requesting \$500, level funded from 2017. Year to date expended \$133.75

#### ***Engineering Services***

Requesting \$3,000, level funded from 2017. Year to date expended \$378

#### ***Legal Expenditures***

Requesting \$21,000, level funded from 2017. Year to date expended \$8,352.21

#### ***Maps***

Requesting \$250, level funded from 2017. Year to date expended \$0

#### ***Master Plan & Regulatory Updates***

Requesting \$6,900, an increase of \$3,900 from 2017. Year to date expended \$25,151.21 (inclusive of encumbered funds)

#### ***Recording Fees***

Requesting \$250, level funded from 2017. Year to date expended \$0

#### ***Dues, Workshops & Seminars***

Requesting \$1,200, level funded from 2017. Year to date expended \$50

*Books*

Requesting \$500, level funded from 2017. Year to date expended \$0

*Printed Forms & Supplies*

Requesting \$50, level funded from 2017. Year to date expended \$0

*Legal Ads*

Requesting \$3,000, level funded from 2017. Year to date expended \$2,147.82

Planning Board Chair Ron Poltak met with the Committee to present the budget. He indicated the Planning Board has two major projects ahead in 2018 – one is to complete the Master Plan update begun in 2017, and the second is to develop a condominium development ordinance for Auburn. The budget request reflects that work with \$2,400 being a quote provided by the Southern NH Planning Commission to work with the Planning Board on the ordinance, while \$4,500 was an estimate from Stantec to complete the Master Plan. Mr. Poltak noted the Planning Board just recently dealt with an eight-unit condo proposal from property on Rockingham Road. He indicated the developer secured a variance from the Zoning Board of Adjustment to put the residential use in a commercial zone. Mr. Poltak noted the Planning Board is handicapped in this since regulations it could have used were contained in the cluster development ordinance that voters eliminated a couple of years ago. Also, residential use is allowed in commercial zones by special exception. The Board may look at proposing to eliminate that ability moving forward. The Planning Board wants to be prepared to address future condo proposals moving forward. With respect to the Master Plan, he noted the basic work left to do deals with potential groundwater regulations and the future land use section.

Mr. Carpenter asked if the Planning Board was looking at potentially changing the zoning districts in the area of Rockingham Road or the school property owned on Hooksett Road. Mr. Poltak indicated if there was ever to be water or sewer service brought into Auburn, it would be via Rockingham Road and it would make sense to re-zone those areas at that time. He did suggest that would be part of the decision making in the development of the future land use section, and encouraged people to participate in the public meetings the Planning Board would hold.

**David Wesche moved to approve Planning and Zoning at a total of \$37,650 as presented, seconded by Keith Leclair. A vote was taken; all were in favor, the motion carried unanimously.**

Paula Marzloff resumed her seat on the Budget Committee.

## ***Financial Administration***

### ***Annual Assessing Update***

Requesting \$83,400, an increase of \$56,400 from 2017. Year to date expended \$18,491.64

Mr. Herman reported New Hampshire municipalities are supposed to revalue properties town-wide once every five years and 2018 is the year for Auburn to do this work. The increased budget request is based on the planned revaluation update for \$74,600, in addition to \$8,800 for the annual contract assessing which is the pick-up work of any new houses, buildings, sheds, decks, porches, swimming pools, etc., that would have been built between April 1, 2017 and March 31, 2018. A discussion ensued as to process and timing for the revaluation work.

**Paula Marzloff moved to approve Annual Assessing Update at \$83,400, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Other Public Safety***

### ***Town Details***

Requesting \$1,000, level funded from 2017. Year to date expended \$0

Mr. Herman reported through the collective bargaining agreement with the Auburn Police Union, the Town has established a rate per hour to be paid for any special police details the Town may require or request during the course of the year. He indicated it appears the few there have been in 2017 must have been covered through the budget of the Police Department.

**David Wesche moved to approve Other Public Safety at \$1,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Street Lighting***

### ***Public Street Lighting***

Requesting \$13,500, level funded from 2017. Year to date expended \$9,854.82

Mr. Herman reported the Town had approximately 40 – 45 street lights scattered in various locations around the community. Ms. Frisella indicated the year-to-date expenditure would be through September 2017, and she anticipated spending the full budget line by the end of the year. Mr. Leclair asked if the Town has looked at potentially moving to a more energy efficient light to potentially save money. Mr. Herman indicated the last time that was done was approximately 12 years ago, but he

would reach out to Auburn's Community Services Representative from Eversource to take a current look at the potential.

**David Wesche moved to approve Public Street Lighting at \$13,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Health Agencies & Hospitals***

#### *Visiting Nurse*

Requesting \$2,500, level funded from 2017. Year to date expended \$2,500

#### *CASA*

Requesting \$500, not funded in 2017 and not approved by the Board of Selectmen in 2018. Year to date expended \$0

#### *Red Cross*

Requesting \$500, not funded in 2017 and not approved by the Board of Selectmen in 2018. Year to date expended \$0

#### *Child and Family Services*

Requesting \$500, level funded from 2017. Year to date expended \$500

#### *Home Health & Hospice Care*

Requesting \$1,000, level funded from 2017. Year to date expended \$1,000

#### *Lamprey Health Care*

Requesting \$500, level funded from 2017. Year to date expended \$500

#### *Social Services – Meals on Wheels*

Requesting \$1,375, an increase of \$75 from 2017. Year to date expended \$1,300

**Paula Marzloff moved to approve Health Agencies & Hospitals at \$5,875 as recommended by the Board of Selectmen, seconded by Keith Leclair. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Intergovernmental Welfare***

#### *Rockingham County Community Action Program*

Requesting \$4,471, level funded from 2017. Year to date expended \$4,471

**David Wesche moved to approve Intergovernmental Welfare at \$4,471, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Patriotic Purposes***

### ***Flags***

Requesting \$1,850, an increase of \$200 from 2017. Year to date expended \$0

Mr. Herman noted this covers US, New Hampshire and POW flags flown at seven different Town properties; 35 US flags on utility poles in the spring & summer in the center of Town; and small flags for veterans' gravesites in the two Town cemeteries.

**Paula Marzloff moved to approve Flags at \$1,850, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Adjourn***

**David Wesche moved to adjourn the meeting at 7:50 PM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.**

The meeting adjourned at 7:50 PM.