

Auburn Budget Committee Meeting
November 16, 2017
Auburn Town Hall

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair; Kevin Downing, David Wesche, Paula Marzloff, Dan Carpenter, and James Headd

Others Present: Conservation Commission Chair Jeff Porter, Library Trustees Nancy Mayland and Joseph Forest, Library Director Kathy Gowney, Police Commissioners David Dion and Dennis McCarthy, Police Chief Edward Picard, Police Lt. Ray Pelton, Police Sergeant Charles Chabot, APD 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 9, 2017 meeting as printed. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Conservation Commission

Professional Services

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

Maps & Supplies

Requesting \$350, level funded from 2017. Year to date expended \$0

Education

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

Dues & Memberships

Requesting \$600, level funded from 2017. Year to date expended \$333

Natural Resources Inventory

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

Mr. Porter noted there were still expenses to come before the end of the year for training workshops attended and mapping for the Commission.

Dan Carpenter moved to approve Conservation Commission at a total of \$1,951 as presented, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Griffin Free Public Library

Mr. Herman noted for the benefit of the committee the Trustees of the Library manage their own operating funds and pay their own bills. So from a budget system standpoint, there is only the Town's paying a total amount of money to the library for operating funds. However, the Trustees provide the Committee with a breakdown of how they intend to spend those funds.

Library Operating Expenses

Requesting \$44,081, an increase of \$5,677 from 2017. Year to date expended \$38,404

The breakdown provided by the Library Trustees of their budget request includes:

Lending Materials

Requesting \$14,000, an increase of \$949 from 2017.

Programs

Requesting \$1,000, level funded from 2017.

Computer Systems

Requesting \$6,960, an increase of \$1,260 from 2017.

Equipment/Furnishings

Requesting \$3,521, an increase of \$1,968 from 2017.

Maintenance

Requesting \$6,900, an increase of \$400 from 2017.

Supplies

Requesting \$1,800, an increase of \$200 from 2017.

Training / Professional Journals

Requesting \$2,000, level funded from 2017.

Utilities

Requesting \$7,900, an increase of \$900 from 2017.

Mrs. Lufkin asked about the proposed shelving for the Children's Room. Mrs. Mayland and Ms. Growney explained this was different from shelving purchased a few years ago for the front room of the library which are movable to allow the room to be opened up for the hosting of programs. The shelving for the Children's Room is sized and designed to better accommodate the larger size and shape of children's books to better enable to storage, display and care of the books.

Ms. Lufkin acknowledged the increased patronage and attendees at program offerings and wondered if the budget was enough. Ms. Growney noted they recognize the space limitations of their facility and the overall financial considerations of the Town, and would be appreciative of the funding requested.

Mary Beth Lufkin moved to approve Library Operating Expenses at \$44,041, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Police Department

Ray Pelton presented a year in review overview to the Budget Committee that touched on the activity level of the department, staffing, cruiser & patrol mileage, radio coverage changes coming in 2018, various community programs run during 2017 and other information points to provide the Budget Committee with an overview of the current year. The Committee members thanked the Department for the presentation.

DWI & Sobriety Patrols

Requesting \$5,000, level funded from 2017. Year to date expended \$2,148.19

Selective Traffic Control

Requesting \$4,000, level funded from 2017. Year to date expended \$5,159.15

Witness Fees

Requesting \$2,000, level funded from 2017. Year to date expended \$1,351.46

OHRV Patrols

Requesting \$1.00, level funded from 2017. Year to date expended \$0

Mary Beth Lufkin moved to approve the three patrol and one witness fee lines for a total of \$11,001, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Uniforms

Requesting \$7,900, a decrease of \$550 from 2017. Year to date expended \$5,112.27

Paula Marzloff moved to approve Uniforms at \$7,900, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Computer Services

Requesting \$23,500, level funded from 2017. Year to date expended \$20,645.57

David Wesche 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 2017. Year to date expended \$6,003.55

Paula Marzloff moved to approve Custodial Services at \$7,120, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Medical Services

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

Mrs. Marzloff asked what “quick clot” was, and Lt. Pelton indicated it was a product to be used in the field to help stop bleeding, similar to what is used by the military in war zones. She also made an inquiry about carfentanil.

David Wesche moved to approve Medical Services at \$1,200, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Court Prosecutor

Requesting \$19,000, level funded from 2017. Year to date expended \$15,833.30

Mr. Carpenter asked how having a prosecutor was working out, and Chief Picard indicated it was fantastic.

Dan Carpenter moved to approve Court Prosecutor at \$19,000, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Radar

Requesting \$1,145, level funded from 2017. Year to date expended \$663

Paula Marzloff 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 \$6,200, a decrease of \$100 from 2017. Year to date expended \$4,310.90

Lt. Pelton reported the department has two more radios to change over in 2018 to be ready for the new Rockingham County system that was mentioned in the initial report presented earlier in the meeting.

Paula Marzloff moved to approve Radio Maintenance at \$6,200, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Training

Requesting \$5,000, an increase of \$800 from 2017. Year to date expended \$5,330.92

Lt. Pelton indicated the cost for sending individual officers to programs at the NH Police Standards & Training Academy has increased in recent years, and the department has found it more economical to hire instructors and bring them to Auburn for department-wide training activity.

Mary Beth Lufkin moved to approve Training at \$5,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Photograph

Requesting \$300, level funded from 2017. Year to date expended \$346.55

Paula Marzloff moved to approve Photography at \$300, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Public Relations

Requesting \$3,500, level funded from 2017. Year to date expended \$2,899.69

Mr. Carpenter questioned the \$1,000 itemized for Old Home Day activities, noting the Committee had already approved \$10,000 for Old Home Day in the Parks & Recreation budget. He felt this additional amount was excessive. Mrs. Deeb noted the \$1,050 covered multiple community service events including Trunk or Treat, Police Safety Week and Old Home Day.

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

Plant Costs

Requesting \$8,000, level funded from 2017. Year to date expended \$7,177.34

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

Equipment

Requesting \$5,000, a decrease of \$50 from 2017. Year to date expended \$3,844.01

Mary Beth Lufkin moved to approve Equipment at \$5,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Office Equipment

Requesting \$2,000, level funded from 2017. Year to date expended \$1,595.95

Paula Marzloff moved to approve Office Equipment at \$2,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Postage

Requesting \$600, level funded from 2017. Year to date expended \$503.73

Dan Carpenter moved to approve Postage at \$600, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Subscriptions

Requesting \$4,000, level funded from 2017. Year to date expended \$3,954.15

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

Firearms

Requesting \$5,800, level funded from 2017. Year to date expended \$4,858.18

Mrs. Marzloff inquired how often Tasers had to be replaced, and Lt. Pelton indicated they could be in service for four years before being replaced.

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

Supplies

Requesting \$2,250, level funded from 2017. Year to date expended \$211.88

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

Canine Supplies

Requesting \$3,000, level funded from 2017. Year to date expended \$1,798.82

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

Police Commission Expenses

Requesting \$100, level funded from 2017. Year to date expended \$0

Paula Marzloff 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 2017. Year to date expended \$1,450.35

David Wesche moved to approve Office Supplies at \$2,250, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Advertising

Requesting \$200, level funded from 2017. Year to date expended \$80

Paula Marzloff moved to approve Advertising at \$200, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Other Contingencies

Requesting \$200, level funded from 2017. Year to date expended \$55

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 \$71,520, an increase of \$2,000. Year to date expended \$69,092.36

Lt. Pelton reported the department was maintaining its normal replacement of two cruisers with this budget allocation. He noted the department is running two different patrols per shift between 8 AM and Midnight and one patrol between Midnight and 8 AM. With the rotation, the Town is able to maintain newer vehicles with lower mileage, and avoid what can be costly repairs and maintenance with older vehicles. He indicated the department currently has a fleet of eight cruisers, so a vehicle could be in service for upwards of four years before being replaced. Mrs. Lufkin asked if it might be possible to only replace one cruiser and not two as a possible cost savings. Lt. Pelton felt in the long run it was less expensive to maintain the replacement program versus maintaining old vehicles with higher mileage. Mr. Carpenter asked how long the Town has had the replacement process and Mr. Herman indicated for perhaps 15 or 20 years.

David Wesche moved to approve Cruisers at \$71,520, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Motorcycle

Requesting \$3,500, a reduction of \$500 from 2017. Year to date expended \$3,885

David Wesche moved to approve Motorcycle at \$3,500, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Cruiser Maintenance

Requesting \$10,550, level funded from 2017. Year to date expended \$7,162.88

Mary Beth Lufkin moved to approve Cruiser Maintenance at \$10,550, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Cruiser Fuel

Requesting \$25,000, level funded from 2017. Year to date expended \$14,383.28

Mrs. Lufkin looked at the expenditure levels for 2016 and 2017, and wondered if this line item couldn't be reduced slightly without impacting the department. Lt. Pelton noted the Town had gone onto the WEX gas card system in the past year and has saved money on the purchase of fuel. He noted in 2017, we have been paying an average of \$2.80 per gallon, while in 2014 we were paying \$3.72 per gallon. He noted at the lower rate, there was some flexibility, but if gasoline prices increased to higher levels, the department would be near to being over-budget this year.

Mary Beth Lufkin moved to approve Cruiser Fuel at \$21,000. There was no second to the motion.

Jim Headd moved to approve Cruiser Fuel at \$25,000, seconded by Paul Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Lt. Pelton briefly indicated to the Budget Committee members that when the wages portion of the budget is brought to them in a few weeks, it will include funding to hire one additional full-time officer for the second half of 2018. There would also be a corresponding reduction in the part-time officers account line of approximately \$30,000. He indicated this will bring the department to what is considered full complement for its size with 10 full-time officers (including the Police Chief) and six part-time officers.

General Government

General Reimbursement

Requesting \$4,200, level funded from 2017. Year to date expended \$3,733.73

Mr. Herman noted the major portion of this account was for mileage reimbursement, with daily bank deposits being the single highest expense.

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

Consulting Services

Requesting \$21,490, a reduction of \$9,500 from 2017. Year to date expended \$30,159.18

David Wesche moved to approve Consulting Services at \$21,490, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Software and Maintenance

Requesting \$35,844, an increase of \$2,345 from 2017. Year to date expended \$30,859.11

Mr. Herman and Ms. Frisella outlined the various components to the line item, and noted the increase was largely to establish the ability to accept online payments of property taxes. The one-time cost to set-up that systems was \$2,300 with an annual ongoing expense of \$250. Committee members asked how many individuals had requested the ability to pay property taxes online, and Ms. Frisella said enough that the Tax Collector felt it was important to move in this direction. The Committee members felt they would like to discuss this with the Tax Collector before deciding on the item.

Mary Beth Lufkin moved to table Software & Maintenance until the Committee can discuss the item with the Tax Collector, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Tax Map Update

Requesting \$6,100, level funded from 2017. Year to date expended \$2,400

Mr. Herman noted the expense paid was for the online version of the tax maps. The updates and printing of the paper version was underway at this time and would be done before the end of the year.

David Wesche moved to approve Tax Map Updates at \$6,100, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Recording Fees

Requesting \$600, level funded from 2017. Year to date expended \$235.26

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

Bank Charges / Fees

Requesting \$300, an increase of \$150 from 2017. Year to date expended \$266.45

Mary Beth Lufkin moved to approve Bank Charges / Fees at \$300, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Office Equipment

Requesting \$5,500, level funded from 2017. Year to date expended \$4,827.11

David Wesche moved to approve Office Equipment at \$5,500, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Copy Machine Lease

Requesting \$1,200, level funded from 2017. Year to date expended \$990

Paula Marzloff moved to approve Copy Machine Lease at \$1,200, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Newsletter

Requesting \$18,500, an increase of \$1,500 from 2017. Year to date expended \$15,950.45

Ms. Frisella noted the increase is the result of the local printer who had handled the Auburn Village Crier for years had closed his business, and the Town had to move to a different printing vendor.

Paula Marzloff moved to approve Newsletter at \$18,500, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Postage

Requesting \$7,500, a decrease of \$500 from 2017. Year to date expended \$5,822.98

Mary Beth Lufkin moved to approve Postage at \$7,500, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Conferences, Seminars & Dues

Requesting \$3,300, an increase of \$800 from 2017. Year to date expended \$1,336.72

Mr. Herman explained the increase in the budget line was to provide training funds for the Parks & Recreation Coordinator's position, which is now an in-office position at the Town Hall three days per week. The Board of Selectmen chose to fund this through the Town Hall account instead of the Parks & Recreation account.

David Wesche moved to approve Conference, Seminars & Dues at \$3,300, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Office Supplies

Requesting \$7,500, level funded from 2017. Year to date expended \$3,559.65

Advertising

Requesting \$1,000, level funded from 2017. Year to date expended \$250.50

Miscellaneous Expenditures

Requesting \$750, an increase of \$350 from 2017. Year to date expended \$958.95

Mary Beth Lufkin moved to approve Office Supplies at \$7,500, Advertising at \$1,000 and Miscellaneous Expenditures at \$750. Seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Health Officer

Mileage

Requesting \$100, level funded from 2017. Year to date expended \$8.42

Dues & Memberships

Requesting \$255, a reduction of \$95 from 2017. Year to date expended \$255

Paula Marzloff moved to approve Health Officer Mileage at \$100 and Dues & Memberships at \$255, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Adjourn

David Wesche moved to adjourn the meeting at 8:17 PM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:17 PM.