

**Auburn Budget Committee
October 24, 2019
Minutes**

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair, Paula Marzloff, Dan Carpenter, David Wesche, Janice Baker and Keith Leclair

Others Present: Finance Director Adele Frisella, Police Chief Ray Pelton, Lieutenant Charles Chabot, APD Officer Manager Lillian Deeb and Tax Collector Susan Jenkins

Chair Miles called the meeting to order at 7:00 PM and introduced the Board members.

Approval of Meeting Minutes

Meeting of October 17, 2019

Mrs. Marzloff motioned to accept the October 17, 2019 minutes. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Budget Presentations:

Tax Collector (Susan Jenkins)

Mrs. Jenkins presented the Tax Collector budget portion of the Financial Administration Budget for FY2020 in the amount of \$4,800.

Mrs. Jenkins noted deed research and tax bill printing had increased, while education was decreased by five percent. She reported the tax rate has been set at \$18.81 and tax bills will be mailed on October 25th. One payment has already been received.

Mr. Carpenter asked about the deed research line. Mrs. Jenkins explained different examples of when she would be required to do deed research such as when placing a lien or looking up mortgage holders to notify them.

Mrs. Lufkin motioned to approve the FY 2020 Tax Collector portion of the Financial Administration budget in the amount of \$4,800. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Supervisors of the Checklist (Susan Jenkins)

Mrs. Jenkins presented the Supervisors of the Checklist budget for FY2020 in the amount of \$6,500 which is an increase from last year due to there being four elections in 2020.

Mrs. Lufkin motioned to approve the FY 2020 Supervisors of the Checklist budget in the amount of \$6,500. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

David Wesche joined the meeting at 7:15 PM.

Police Department (Chief Ray Pelton & Team)

Chief Pelton presented the Police Department budget for FY2020 in the amount of \$222,290 which is a three per cent decrease from last year.

Chief Pelton went over some staff changes from the past year, with Chief Picard retiring in February, Officer Aku moving to Londonderry in September, Detective Sergeant Chabot becoming Lieutenant, Officer Huard becoming Sergeant, Officers Beaulé and Kapos becoming Master Patrolmen in order to have a supervisor available on all shifts, and the arrival of Officer Goulet who came to Auburn from Chester.

Chief Pelton reviewed activity which he noted was mostly the same with some arrests up for DUIs and opiate related overdoses. Auburn is a safe station, regardless of residency and the officers have been trained to dispense Narcan. Mrs. Lufkin asked what a Safe Station was. Chief Pelton explained they will assist people who come in with finding a way to rehab and detox which has to begin for 24 hours before entering a rehab facility. Mrs. Baker asked if there was an uptick in meth and the response was Yes. Chief Pelton went over some other events which the department had responded to including the January standoff that ended with a suicide, a missing woman from Salisbury who was found at Circle of Friends playground, and the suspicious death in June at the transfer station. Mrs. Lufkin asked how officers handled the stress from dealing with tragic outcomes. Chief Pelton noted the officers undergo a debriefing with other departments, fire department and dispatch and psychological services are offered.

Chief Pelton reviewed some training which included training with taser and bean bag rifle, incident command training at the school and evacuation drills with the Fire Department.

Chief Pelton indicated juvenile cases are significantly up at the middle school level and compared from 2018 to 2019. There were 11 arrests in 2018 and 29 in 2019, with two going to court in 2018 and six in 2019. One juvenile had 15 hearings that officers had to attend. An incarcerated juvenile will have a monthly review hearing until resolved. Under the new contract with the prosecutor, he will handle juvenile cases so the duty officers will not have to be away and the additional cost for that is \$900. The juvenile court will open in Candia on January 1st.

Chief Pelton outlined the changes in the Ford Explorer police vehicles including a change in the frame size of 11" wider, which will require new equipment as the old equipment won't fit. The vehicles are leased/purchased over two years. This year the department will lease/purchase one additional vehicle and get two sets of equipment next year to help stabilize the budget.

Chief Pelton noted the fuel budget was \$25,000 last year and the federal DOT is projecting a cost of \$2.71/gal in 2020. The Police Commission cut the proposed budget for fuel by \$500, but the Selectmen restored it to \$25,000.

Chief Pelton noted the new radar trailer purchased with donations last year is working well and wanted to remind the Budget Committee that while there are no expenses for saving data the first two years, they will be charged a fee of \$1,500/yr. after the first two years.

Mr. Carpenter noted the Police Department has been very visible this year, which he felt was good for the department and community as a whole.

Chief Pelton noted uniforms are up \$250 and are contracted through the collective bargaining agreement.

Mrs. Lufkin motioned to approve the police uniform line of the FY 2020 Auburn Police budget in the amount of \$9,400. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Lufkin asked if computer viruses were a problem. Chief Pelton advised Primex has selected Auburn as one of five entities to participate in a pilot program that will test systems with a focus on cybersecurity. Ms. Frisella noted the amount requested should be \$23,100.

Mrs. Lufkin motioned to approve the computer services line of the FY 2020 Auburn Police budget in the amount of \$23,100. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted the custodial service line was level funded from last year.

Mr. Leclair motioned to approve the custodial services line of the FY 2020 Auburn Police budget in the amount of \$7,120. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted the medical services line was level funded from last year.

Mrs. Lufkin motioned to approve the medical services line of the FY 2020 Auburn Police budget in the amount of \$1,200. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Carpenter motioned to approve the court prosecutor line of the FY 2020 Auburn Police budget in the amount of \$20,000. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted the radar trailer line was down \$100 as they were not recertifying the old equipment.

Mrs. Lufkin motioned to approve the radar line of the FY 2020 Auburn Police budget in the amount of \$850. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted radio maintenance is down \$50. Portables are being purchased over time.

Mrs. Marzloff motioned to approve the radio maintenance line of the FY 2020 Auburn Police budget in the amount of \$5,000. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted training was reduced \$450 with a computerized subscription.

Mr. Leclair motioned to approve the police training line of the FY 2020 Auburn Police budget in the amount of \$4,550. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Lufkin motioned to approve the police photography line of the FY 2020 Auburn Police budget in the amount of \$300. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted public relations was level funded from last year.

Mrs. Lufkin motioned to approve the police public relations line of the FY 2020 Auburn Police budget in the amount of \$3,500. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton indicated plant costs were down with the Selectmen recommended elimination of one of the storage pods after six months as a result of the record storage capacity included in the addition to the department, in addition to helping to accomplish the sally port requirements. Ms. Frisella noted the line item should be \$7,380.

Mr. Carpenter motioned to approve the police plant costs line of the FY 2020 Auburn Police budget in the amount of \$7,380. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Ms. Frisella noted the police equipment line should be \$6,000.

Mr. Wesche motioned to approve the police equipment line of the FY 2020 Auburn Police budget in the amount of \$6,000. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton indicated the office equipment line included costs of the copier contract.

Mrs. Marzloff motioned to approve the police equipment line of the FY 2020 Auburn Police budget in the amount of \$2,000. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Lufkin motioned to approve:

***Postage \$600;
Police Subscriptions \$4,000;
Firearms \$5,800;
Supplies \$2,250;
Canine Supplies \$3,000;
Commission Expenses \$100;
Office Supplies \$2,250;***

**Advertising \$200; and
Other Contingencies \$200**

of the FY 2020 Auburn Police budget. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Lufkin motioned to approve the police cruiser line of the FY 2020 Auburn Police budget in the amount of \$74,500. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton noted the motorcycle budget was level from last year and Officer Hansen will certify on that next year.

Mr. Wesche motioned to approve the police motorcycle line of the FY 2020 Auburn Police budget in the amount of \$3,500. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Lufkin motioned to approve the police cruiser maintenance line of the FY 2020 Auburn Police budget in the amount of \$10,550. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Lufkin motioned to approve the police cruiser fuel line of the FY 2020 Auburn Police budget in the amount of \$25,000. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Pelton presented the proposed FY2020 patrol budget in the amount of \$11,001 which is level funded from last year.

Mrs. Lufkin asked about witness fees. Chief Pelton explained this is when officers go to court and are paid by the hour. Mrs. Marzloff asked how the juvenile cases affected that line. Chief Pelton noted there is rarely a trial, but conferences, meetings with counselors and review hearings are held every 30 days.

Mr. Carpenter questioned why the traffic control line actual expenses went over when the first and third lines were the same? Chief Pelton noted the state changes programs and told the department initially they would get no reimbursement. When the department complained they got \$4,000 back. The State appears to be cutting back on safety programs.

Mrs. Lufkin motioned to approve the Police patrol budget for FY2020 in the amount of \$11,001. Mr. Wesche seconded the motion. A vote was taken, and the motion was approved 6-0-0, the motion carried.

General Government (Adele Frisella)

Ms. Frisella presented the General Government budget in the amount of \$111,870 which is a three per cent decrease from last year.

Mrs. Lufkin asked what Stantec does? Mr. Leclair explained some of the projects Stantec has assisted with and regular services they provide throughout the year such as project engineering. Mrs. Baker asked who manages this, and Mr. Leclair indicated the Board of Selectmen through the Town Administrator of Finance Director.

Chair Miles asked about payments to Stantec this year. Ms. Frisella indicated the majority has dealt with road construction work for the Road Agent. She noted two to three new roads were accepted the other night at Planning Board.

Mrs. Lufkin asked if the newsletter was different. Ms. Frisella noted most are mailed and it is available online through the Town's web site. Postage is increased when the issues are larger and heavier to mail. Some advertising solicitation is done with companies who have advertised before. The Finance Assistant is the editor of the Auburn Village Crier.

Mrs. Lufkin motioned to approve the FY 2020 General Government budget in the amount of \$111,870. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Debt Service (Adele Frisella)

Ms. Frisella presented the Debt Servicing FY2020 budget in the amount of \$3.00 which is level funded from last year.

Mr. Wesche motioned to approve the FY 2020 Debt Service budget in the amount of \$3.00. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Other Business

Next Meeting: Thursday, October 31, 2019 at 7:00 PM.

Adjourn

Mrs. Marzloff moved to adjourn the meeting at 7:59 PM, seconded by Mrs. Lufkin. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 7:59 PM.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary