

**Auburn Budget Committee Meeting
November 14, 2019
Minutes**

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

Others Present: Health Officer Paul Raiche, Cemetery Trustee Chair Don Dollard, Town Administrator William Herman and Finance Director Adele Frisella

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

Approval of Meeting Minutes

Meeting of November 7, 2019

Mr. Villeneuve motioned to accept the November 7, 2019 minutes. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Budget Presentations:

Health Officer (Paul Raiche)

Mr. Raiche presented the proposed Health Administration budget for FY2020 in the amount of \$355 which is level funded from last year.

Mr. Raiche explained some of the things the health officer does including investigating landlord/tenant issues, taking water sample, inspection of day care facilities and monitoring mosquito testing for EEE and West Nile virus. Mr. Raiche asked about adding \$2,000 to the budget for mosquito spraying which had been done two times in 2019, and it was recommended Mr. Raiche would attend the next Selectmen's meeting to see if they would agree to add it to the Health Officer budget for FY2020. Mr. Leclair noted the Committee could approve the \$355 budget proposed so that Mr. Raiche would not have to return.

Mr. Villeneuve indicated he believed testing was done for the types of mosquitos that carry these diseases rather than to identify if the mosquitos carry them. When reports are positive in surrounding communities we have to assume Auburn is impacted. Mr. Leclair noted the Town sprayed areas such as the School, playgrounds, fields and parks where youngsters go. The Soccer Club paid for the first treatment at Wayne Eddows field. Two applications were done to provide protection until the frost.

Mrs. Marzloff recused herself from the vote.

Mr. Wesche motioned to approve the FY 2020 Health Administration budget in the amount of \$355. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Marzloff returned as a voting member.

Cemeteries (Cemetery Trustee Don Dollard)

Mr. Dollard presented the proposed Cemeteries budget for FY2020 in the amount of \$33,510 which is a one percent increase over last year.

Mr. Dollard noted the budget added \$200 more for mowing and \$200 to mileage.

Mr. Carpenter remarked how well the Robie Cemetery project is coming along.

Mr. Villeneuve motioned to approve the Cemeteries FY 2020 budget in the amount of \$33,510. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Fire Department (Fire Chief Michael Williams)

Fire Chief Williams presented the proposed FY2020 Fire Department budget in the amount of \$250,397.

Chief Williams explained the implementation of a vaccination program which is phased over a period of years to provide firefighters and EMTs with vaccinations. Mr. Wesche noted some flu shots were covered by private health insurance which is why it was reduced by the BOS. Chief Williams added that Elliot Hospital offers free flu shots. Mr. Villeneuve noted vaccinations could not be required.

Mr. Villeneuve motioned to approve the Health and Safety line of the FY 2020 Fire Department budget in the amount of \$4,430. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Wesche motioned to approve the Forest Fires line of the FY 2020 Fire Department budget in the amount of \$1. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Fire Equipment Maintenance line of the FY 2020 Fire Department budget in the amount of \$4,500. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Marzloff motioned to approve the Fire Radio Repair line of the FY 2020 Fire Department budget in the amount of \$1,000. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Wesche motioned to approve the Derry Dispatch line of the FY 2020 Fire Department budget in the amount of \$55,772. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams noted training is an allowance and was offered to each of the department's 35 members at different levels. One rescue training is this week, but not everyone uses it. The Board of Selectmen approved the line using the three-year high amount.

Mr. Wesche motioned to approve the Fire & Rescue Training line of the FY 2020 Fire Department budget in the amount of \$17,500. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams explained the regional hazmat teams of surrounding towns which provide vehicles, equipment, spill equipment, booms and other resources. Mr. Villeneuve asked which towns had the trucks and Chief Williams explained it is spread around the district noting Hooksett and Londonderry. Mr. Herman added some are in Salem and Windham.

Mrs. Marzloff motioned to approve the Fire Hazmat line of the FY 2020 Fire Department budget in the amount of \$7,249. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams indicated he set up the budget for preventive maintenance for both stations.

Mr. Villeneuve motioned to approve the Fire Building Maintenance line of the FY 2020 Fire Department budget in the amount of \$18,697. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams discussed the monitors which have more detections available for heart rhythm AED levels, one is in rescue and the other is at Engine 2.

Mr. Wesche motioned to approve the Fire & Rescue New Equipment line of the FY 2020 Fire Department budget in the amount of \$15,896. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams noted two older radios are being replaced with digital radios.

Mr. Villeneuve motioned to approve the Fire New Radios line of the FY 2020 Fire Department budget in the amount of \$7,700. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams explained SCBA are the air packs firefighters wear. The recent MRI study recommended each firefighter having their own masks to prevent transmission of infectious diseases. Eight are needed and two spares are replacements.

Mr. Wesche asked if this line would be cut in half next year. Mr. Leclair recommended changing to SCBA budget line to "maintenance and equipment."

Mr. Villeneuve motioned to approve the Fire SCBA Maintenance line of the FY 2020 Fire Department budget in the amount of \$6,130. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams explained Manchester Water Works charges for municipal hydrants. Mr. Carpenter asked how many are in Auburn, and the answer is 21. Mr. Leclair explained billing is quarterly and wondered if some could be decommissioned. Chief Williams recommended keeping them in service. Mr. Herman noted while the fees seem large for the number of hydrants, it is his understanding the rates are regulated by the Public Utilities Commission.

Mr. Downing motioned to approve the Fire Water Hydrants line of the FY 2020 Fire Department budget in the amount of \$13,112. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams noted the next line is for annual dues, subscriptions and software which includes server operation upgrading to Office 365 which will enable stations to share information.

Mr. Villeneuve noted it would be convenient if all Town Departments used the same software so they could share information. Mrs. Frisella noted each department utilizes a specific and unique software for different functions.

Mr. Wesche motioned to approve the Fire Dues, Subscription and Software line of the FY 2020 Fire Department budget in the amount of \$4,600. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Fire Rescue Supplies line of the FY 2020 Fire Department budget in the amount of \$3,000. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams indicated five new sets of gear would be purchased, each with an expected 10 year life span. Also wear and tear items, hoods, gloves, boots. Uniforms were added for full-time personnel at amounts in line with the uniforms contained in the police contract. Mr. Leclair noted the numbers were reduced by the Board of Selectmen to \$650 annually.

Mr. Villeneuve asked how so many were stored and Chief Williams explained 36 sets can be stored in a room using gear bags.

Mr. Villeneuve motioned to approve the Fire Protective Clothing line of the FY 2020 Fire Department budget in the amount of \$16,950. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Fire Office & Cleaning Supplies line of the FY 2020 Fire Department budget in the amount of \$2,500. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams explained how grants have matching fund requirements so the grant line can be used as a placeholder, for example, like when the department was recently awarded a State forestry matching grant.

Mr. Villeneuve motioned to approve the Fire Misc. Grant line of the FY 2020 Fire Department budget in the amount of \$5,000. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams updated the progress of the maintenance and repair work to the dry hydrants. There are 24 throughout Town, testing has been done and maintenance, painting and signs.

Mr. Downing asked how much water cisterns hold, and Chief Williams advised 30,000 gallons standard. Mr. Villeneuve asked if the department could get by with \$1,500, and the Chief agreed it could.

Mr. Villeneuve motioned to approve the Fire Dry Hydrants line of the FY 2020 Fire Department budget in the amount of \$1,500. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams explained the technology line includes IT and cloud server backup.

Mr. Villeneuve motioned to approve the Fire Information Technology line of the FY 2020 Fire Department budget in the amount of \$5,560. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Fire Truck Lease Purchase line of the FY 2020 Fire Department budget in the amount of \$27,900. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Fire Apparatus Fuel line of the FY 2020 Fire Department budget in the amount of \$9,000. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Chief Williams noted the prevention line includes materials for Fire Prevention Week which the department presents at schools and daycares.

Mr. Wesche motioned to approve the Fire Prevention line of the FY 2020 Fire Department budget in the amount of \$1,500. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Ambulance Service (Fire Chief Michael Williams)

Fire Chief Williams presented the proposed FY2020 Ambulance budget in the amount of \$86,858 which is a three percent increase over last year.

Mr. Villeneuve motioned to approve the FY 2020 Ambulance budget in the amount of \$86,858. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Fire Apparatus (Fire Chief Michael Williams)

Fire Chief Williams presented the proposed FY2020 Machinery, Vehicles & Equipment budget in the amount of \$120,910 which is level funded from last year.

Mr. Villeneuve asked the number of payments left on the fire engine, and was advised one more payment of \$72,696. The rescue vehicle payments are just starting with four years at \$175,000.

Mr. Wesche motioned to approve the Machinery, Vehicles & Equipment budget for FY 2020 in the amount of \$120,910. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Emergency Management (Fire Chief Michael Williams)

Fire Chief Williams presented the proposed FY2020 Emergency Management budget in the amount of \$1,804.

Chief Williams indicated the department was preparing the Safety Complex community room as the Town's Emergency Operations Center during a declared emergency. The dry erase board will be replaced, and replaced a t.v./monitor will be added.

Mr. Villeneuve recommended checking with the school to see if any boards are leftover since the school just did a fair amount of upgrading.

Mr. Wesche motioned to approve the Emergency Management line of the FY 2020 budget in the amount of \$1,804. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Wages and Salaries (Bill Herman and Adele Frisella)

Mr. Villeneuve indicated this line was tabled to allow for information to come from the teacher contract negotiations. Mr. Villeneuve reported they had a negotiation session last evening and were at impasse and likely headed for mediation.

Mr. Wesche motioned to approve the FY2020 Wages & Salaries budget in the amount of \$2,156,132. Mr. Leclair seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Adjourn

Mr. Villeneuve moved to adjourn the meeting at 7:56 PM, seconded by Mr. Wesche. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 7:56 PM.

Respectfully submitted,
Nancy J. Hoijer, Recording Secretary