

**Town of Auburn  
Budget Committee  
October 9, 2014**

**Members Present:** Peter Miles, Bertrand Ouellette, David Wesche, Mary Beth Lufkin, Paula Marzloff, Alan Villeneuve and James Headd, **Members Absent:** Donald Delande

**Others Present:** Town Clerk Joanne Linxweiler; Building Inspector Carrie Rouleau-Cote; Finance Director Adele Frisella; Town Administrator William Herman and Keith Leclair

Meeting called to order at 7:00 pm

### **Election of Officers**

***Bertrand Ouellette moved to name Peter Miles Chairman of the Budget Committee. Seconded by James Headd. There were no other nominations. A vote was taken; all were in favor, the motion carried unanimously.***

***Peter Miles moved to name Bert Ouellette as Vice Chairman of the Budget Committee. Seconded by Mary Beth Lufkin. There were no other nominations. A vote was taken; all were in favor, the motion carried unanimously.***

### **Overview of budget season**

Peter Miles asked William Herman to give a brief overview of the coming budget season. Motor vehicle registrations, building permits and valuations have increased. Almost every budget is level funded and Mr. Herman does not see any major requests. Mr. Herman stated that the fire department will be requesting money for a forestry vehicle. Mr. Herman brought up a discussion at the police department about increasing full time positions and eliminating part time positions. Scheduling has been an issue; owning 40 hours a week for a full time position will help to relieve this. Mr. Herman believes that with the elimination of a few part time positions, the cost of adding full time positions will balance.

### **Election, Registration & Vital Statistics**

Town Clerk Joanne Linxweiler met with the Committee to present the Election, Registration & Vital Statistics budget. She noted that the budget request will be decreasing because there is only one election in 2015.

#### ***Assistant E&R Clerks***

Requesting \$175, a decrease of \$275 from 2014. Year to date expended \$325

***Mary Beth Lufkin moved to approve Assistant E&R Clerks at \$175, seconded by Bertram Ouellette. A vote was taken; all were in favor, the motion carried.***

#### ***Assistant E&R Moderator***

Requesting \$150, a decrease of \$300 from 2014. Year to date expended \$0

***Mary Beth Lufkin moved to approve Assistant E&R Moderator at \$450; seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.***

***Selectmen – E&R***

Requesting \$450, a decrease of \$900 from 2014. Year to date expended \$750

***Mary Beth Lufkin moved to approve Selectmen-E&R at \$450; seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously***

***Town Clerk – E&R***

Requesting \$300, a decrease of \$300 from 2014. Year to date expended \$400

***Bertrand Ouellette moved to approve Town Clerk – E&R at \$350; seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously***

***Ballot Clerks – E&R***

Requesting \$700, a decrease of \$1,325 from 2014. Year to date expended \$1,037.50

***Paula Marzloff moved to approve Ballot Clerks – E&R at \$700; seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously***

***Moderator – E&R***

Requesting \$300, a decrease of \$300 from 2014. Year to date expended \$400

Mrs. Linxweiler stated that this budget item is for paying the moderator for the deliberative session.

***Mary Beth Lufkin moved to approve Moderator – E&R at \$300; seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously***

***Booths – Set-up***

Requesting \$300, a decrease of \$600 from 2014. Year to date expended \$550

Alan Villeneuve asked if this amount will cover the cost of a substitute set up worker. Mrs. Linxweiler stated that it would and a substitute is in place.

***Mary Beth Lufkin moved to approve Booth – Set-up at \$300; seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously***

***E&R Equipment/Booths***

Requesting \$1.00, a decrease of 2,625 from 2014. Year to date expended \$2,701.55

***Mary Beth Lufkin moved to approve E&R Equipment/Booths at \$1.00; seconded by Paula***

***Marzloff. A vote was taken; all were in favor, the motion carried unanimously***

#### *Ballots*

Requesting \$3,000 a decrease of \$3,592 from 2014. Year to date expended \$5,385.95

Alan Villeneuve expressed surprise that it costs \$3,000 for the ballots of one election. Mrs. Linxweiler stated that based on past elections, \$3,000 is a safe estimate.

***Mary Beth Lufkin moved to approve Ballots at \$3,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.***

#### *Record Preservation*

Requesting \$6,000, which is level funded from 2014. Year to date expended \$3,037.80.

Mrs. Linxweiler showed the committee an original voter checklist from 1848 that was found while cleaning the vault. The checklist has recently come back from being preserved and framed. This document will be displayed in the meeting room at town hall. Mrs. Linxweiler updated the committee on the progress of the records preservation project. Currently the Town is focusing on binding more recent records such as the meeting minutes of all Town boards and commissions, which are permanent records of the Town. The Town should be all caught up with the current records in a year or two.

Mr. Ouellette asked what the yearly maintenance cost should be once the project is caught up. Mrs. Linxweiler stated the cost of binding one book costs \$500; the yearly maintenance should be a few thousand dollars.

***David Wesche moved to approve Record Preservation at \$6,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.***

#### *Town clerk Dues and Conferences*

Requesting \$2,000 an increase of \$500 from 2014. Year to date expended \$665

***Paula Marzloff moved to approve Dues and Conferences at \$2,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.***

#### *Law Books*

Requesting \$600, which is level funded from 2014. Year to date expended \$215.25

Allan Villeneuve asked what books the town clerk purchases. Mrs. Linxweiler stated that the New Hampshire Revised Statutes Annotated (RSA) change frequently and the Law books need to be purchased every year.

***Bertrand Ouellette moved to approve Law Books at \$600, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.***

#### *Dog Tags*

Requesting \$350, which is level funded from 2014. Year to date expended \$0.

***Mary Beth Lufkin moved to approve Dog Tags at \$350, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.***

#### *Voter Cards*

Requesting \$100, which is level funded from 2014. Year to date expended \$76.60.

***Alan Villeneuve moved to approve Voter Cards at \$100, seconded by Bertrand Ouellette. A vote was taken; all were in favor, the motion carried.***

#### *Meals – E&R*

Requesting \$350, a decrease of \$550 from 2014. Year to date expended \$426.21

***Paula Marzloff moved to approve Meals – E&R at \$350, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.***

#### **Building Inspector**

Building Inspector / Code Enforcement Officer Carrie Rouleau-Cote presented the budget for Building Inspector.

#### *Engineering Services*

Requesting \$1, level funded from 2014. Year to date expended \$0

***Bertrand Ouellette moved to approve Engineering Services at \$1, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.***

#### *Legal Expenditure*

Requesting \$4,000 a decrease of \$500 from 2014. Year to date expended \$420.00

David Wesche asked why this line item is so high when less than \$600 has been spent in the past two years. Carrie Rouleau-Cote explained that there have not been any big issues needing legal action in the past few years. Alan Villeneuve suggested cutting the line item in half and dealing with the costs if they arise. Carrie Rouleau-Cote explained there may be an issue with a project in town in the future. William Herman stated that court proceedings add up quickly.

***David Wesche moved to approve Legal Expenditures at \$4,000, seconded by Paula Marzloff. A vote was taken; Voting Yes were Mary Beth, Bertrand, Paula, David and James. Voting No was Alan. The motion carried.***

#### *Cell Phone Reimbursement*

Requesting \$420, level funded from 2014. Year to date expended \$350

***David Wesche moved to approve Cell Phone Reimbursement at \$420, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.***

#### *Office Equipment*

Requesting \$500, level funded from 2014. Year to date expended \$0

This line item is for potential repair or replacement of iPad, digital camera. Testing equipment, printer, etc, used by the Building Inspector.

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

#### *Dues, Workshop and Seminars*

Requesting \$3,500, level funded from 2014. Year to date expended \$2,400.72

***Paula Marzloff moved to approve Dues, Workshop & Seminars at \$3,500, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.***

#### *Books*

Requesting \$500, level funded from 2014. Year to date expended \$436.45

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

#### *Safety Equipment*

Requesting \$150, level funded from 2014. Year to date expended \$129.99

***Bertrand Ouellette moved to approve Safety Equipment at \$150, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.***

#### *Printing, Forms and Supplies*

Requesting \$300, level funded from 2014. Year to date expended \$261.60

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

#### *Vehicle Repairs & Maintenance*

Requesting \$750, level funded from 2014. Year to date expended \$287.68

David Wesche asked how the 2007 former Auburn police cruiser was running. Carrie Rouleau-Cote stated that it will work for another year. When asked by Alan Villeneuve if she uses her own vehicle for long distances or bad weather Carrie Rouleau-Cote said yes.

***David Wesche moved to approve Vehicle Repairs & Maintenance at \$750, seconded by***

***Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.***

#### *Fuel/Mileage*

Requesting \$1,000, an increase of \$100. Year to date expended \$825.03

***David Wesche moved to approve Fuel/Mileage at \$1,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.***

Carrie Rouleau-Cote provided the Budget Committee with a report that in 2014 to date, 32 new home permits had been issued and a total of 490 general permits had been issued. Discussion ensued concerning the existing cluster sub divisions in town. Paula Marzloff stated that the planning board has formed a sub committee to review Auburn's cluster sub division regulations. Carrie Rouleau-Cote stated that smaller family homes are being built. The smaller homes is a switch from the huge homes of a few years ago.

#### **Health Officer**

Health Officer Carrie Rouleau-Cote presented the budget for Health Officer. Carrie Rouleau-Cote stated that Auburn is fortunate to have the assistance of the Manchester Health Department and current Auburn staff qualified do handle health issues.

#### *Mileage*

Requesting \$100, level funded from 2014. Year to date expended \$0

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

#### *Dues & Memberships*

Requesting \$350, level funded from 2014. Year to date expended \$170

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

#### **Legal Expenditures**

##### *Legal Expenditures*

Requesting \$55,000, a decrease of \$14,637. Year to date expended \$98,145.04

William Herman stated that the buyer for the old Fire Station is again ready to move forward with the purchase and all the legalities have been addressed. Paula Marzloff asked what will happen to all the storage currently in the building. Mr. Herman stated that the new building will have dedicated secure space for town storage. This guarantee of town space in the new building will be written into the property sale papers.

***Mary Beth Lufkin moved to approve Legal Expenditures at \$55,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.***



### *Labor Relations*

Requesting \$10,000, a decrease of \$15,000. Year to date expended \$7,924.65

Alan Villeneuve asked if we are negotiating contracts every year. Mr. Herman stated only if something comes up.

***Paula Marzloff moved to approve Labor Relations at \$10,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.***

### **Health Agencies and Hospitals**

Alan Villeneuve moved and Bertrand Ouellette seconded considering all the health agencies and hospitals items collectively.

#### *Visiting Nurse*

Requesting \$2,500, level funded from 2014. Year to date expended \$2,500

#### *CASA*

Requesting \$500. The Board of Selectmen allows \$0 a decrease of \$1.  
Year to date expended \$0

#### *Red Cross*

Requesting \$2,237. The Board of Selectmen allows \$0 a decrease of \$1.  
Year to date expended \$0

#### *Child and Family Services*

Requesting \$1,500. The Board of Selectmen allows \$1,000, level funded from 2014.  
Year to date expended \$1,000

#### *Home Health & Hospice Care*

Requesting \$2,500. The Board of Selectmen allows \$500, a decrease of \$500 from 2014.  
Year to date expended \$500

#### *Lamprey Health Care*

Requesting \$500, level funded from 2014. Year to date expended \$0

#### *Meals on Wheels*

Requesting \$1,114, level funded from 2014. Year to date expended \$1,114

Alan Villeneuve stated he would recuse himself from the vote.

***Mary Beth Lufkin moved to accept Visiting Nurse; CASA; Red Cross; Child and Family Services; Home Health & Hospice Care; Lamprey Health Care; and Social Services-Meals on Wheels totaling \$5,614.00. David Wesche seconded. A vote was taken; all were in favor, the motion carried unanimously.***

### **Intergovernmental Welfare Payments**

*Rockingham County Community Action Program*

Requesting \$4,471, level funded from 2014. Year to date expended \$4,471

***Mary Beth Lufkin moved to accept RCCAP at \$4,471, David Wesche seconded. A vote was taken; all were in favor, the motion carried unanimously.***

### **Other Business**

A general discussion ensued concerning the budget and the tax rate.

### **Adjourn**

***Paula Marzloff moved to adjourn the meeting at 8:08 PM. Seconded by David Wesche. A vote was taken; all were in agreement, the motion carried unanimously.***

The meeting adjourned at 8:08 PM.