

**Auburn Budget Committee Meeting  
December 3, 2020  
Auburn Village School  
Minutes  
7:00 PM**

**Members Present:** Peter Miles, Chairman; David Wesche, Dan Carpenter, Kevin Downing, Janice Baker and Keith Leclair

**Others Present:** Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Tax Collector Susan Jenkins, Deputy Tax Collector Walter Milne, Town Clerk Kathleen Sylvia, Library Director Kathy Growney, Library Trustee Nancy Mayland, Finance Director Adele Frisella, Town Administrator William Herman and Nancy Hoijer, Recording Secretary

Chair Miles called the meeting to order at 7:00 PM.

**Approval of Meeting Minutes**

**Meeting of November 24, 2020**

Ms. Baker recommended an edit in the first paragraph on Page 2.

***Mr. Leclair motioned to approve the November 24, 2020 minutes as amended. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Budget Presentations:**

**Supervisors of the Checklist (Susan Jenkins)**

Checklist Supervisor Susan Jenkins presented the proposed FY 21 Supervisors of the Checklist budget in the amount of \$2,000 which is a 69% decrease from last year. Mrs. Jenkins noted there is only one election in FY 21. The budget was originally \$1,300 but was increased for the purging of the checklist which is done every ten years following the federal Census.

***Mr. Wesche motioned to approve the FY 21 Supervisors of the Checklist budget in the amount of \$2,000. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Tax Collector (Susan Jenkins)**

Tax Collector Susan Jenkins presented the proposed FY 21 Tax Collector budget in the amount of \$5,075. Ms. Jenkins noted deed research fees have increased from \$15/parcel to \$20/parcel, printing has increased slightly, and education was cancelled this year and will hopefully continue next year. The Deputy Collector will need to go for his certification.

***Mr. Wesche motioned to approve the FY 21 Tax Collector budget in the amount of \$5,075. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Ambulance Service (Michael Williams)**

Fire Chief Williams presented the proposed FY 21 budget for Ambulance in the amount of \$89,463 which is a 3% increase over last year. Chief Williams indicated this is for the contractual services with Derry Ambulance Service.

Mr. Wesche asked how the use compared with previous years. Chief Williams noted it was up this year. The data for calls for service are posted in his monthly report and can be found on the webpage. Chief Williams will forward the information to Mr. Wesche.

***Mr. Wesche motioned to approve the FY 21 Ambulance budget in the amount of \$89,463. Ms. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Fire Department (Michael Williams)**

Fire Chief Williams presented the proposed FY 21 budget for Fire Department in the amount of \$224,744. Chief Williams noted the Board of Selectmen recommended the \$7,700 for radios that were previously in the department's proposed budget be purchased this year, the proposed building maintenance line was reduced and \$1,900 from was moved from Subscriptions and Software to IT for the Office 365 subscription. Fire Truck Maintenance was reduced by \$9,500 in the event there is unforeseen repairs with Pumper #2 it will come from the new fund established for fleet maintenance.

Chief Williams noted the Rescue New Equipment includes \$8,500 to purchase an airbags kit which provides different size reusable, inflatable bags for rescue as small as for extracting a hand up to 4'x4.'

Chief Williams noted Fire Protective Clothing is for replacement of three sets which are scheduled each year, as well as gloves, hoods, hats and uniforms.

Mr. Wesche asked about the fuel line and Chief Williams indicated future rates are hard to know but it was calculated by usage. The Department has the option to purchase at a local station or use State bid, whichever is cheaper.

***Mr. Wesche motioned to approve the FY 21 Fire Department budget in the amount of \$224,744. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Emergency Management (Michael Williams)**

Chief Williams presented the proposed FY 21 budget for Emergency Management in the amount of \$1,004. Chief Williams noted the Equipment & Gear was reduced as he was able to find a desk and the new desktop computer will be a laptop.

***Mr. Wesche motioned to approve the FY 21 Emergency Management budget in the amount of \$1,004. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Apparatus Lease/Purchase Payments (Michael Williams)**

Chief Williams presented the proposed FY 21 budget for Vehicles & Equipment in the amount of \$120,908. Mr. Leclair noted the last payment for the ladder is in 2023 which is when the Pumper truck will be replaced.

***Ms. Baker motioned to approve the FY 21 Machinery, Vehicles & Equipment budget in the amount of \$120,908. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Improvement to Buildings (Michael Williams)**

Chief Williams presented the proposed FY 21 Improvement to Buildings budget in the amount of \$13,000.

Ms. Baker asked why this was a separate budget and not maintenance, and Ms. Frisella noted capital improvements are separated from regular operating budget items. Chief Williams noted the repairs were itemized and most of the project was funded this year. There was a lot of work done to Station #2 inside this year and now the exterior needs to be repainted and the attic has some ice dams which will hopefully be resolved by reinsulating.

***Ms. Baker motioned to approve the FY 21 Improvements to Buildings budget in the amount of \$13,000. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Elections, Registrations and Vital Records (Kathleen Sylvia)**

Town Clerk Kathleen Sylvia presented the proposed FY 21 Elections, Registrations and Vital Records budget in the amount of \$13,550. Mrs. Sylvia noted there is one election in FY 21. Mrs. Sylvia explained the record preservation work which is contracted out has not been done yet this year.

***Mr. Carpenter motioned to approve the FY 21 Election, Registration & Vital Statistics budget in the amount of \$13,550. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Griffin Free Public Library (Library Director Kathy Growney & Library Trustee Nancy Mayland)**

Ms. Growney presented the proposed FY 21 budget for the Library in the amount of \$53,909. Ms. Growney noted the Board of Selectmen recommended having the air conditioning repairs for the mini splits paid for by the Building Maintenance reserve fund when an estimate is obtained. One unit needs replacing, and two others are aging out. The Fire Department was

able to cover some of the PPE requested in the Library Supplies budget so that was lowered by \$500.

Ms. Growney noted \$20,000 in grants and other donations helped the Library with costs and staffing. The spike for electronic resources was higher than anticipated. The Library subscribes to the NH Consortium which had increases for its downloadable and audio items which were offset by grant funds this year but will increase next year.

Mr. Carpenter asked Ms. Growney what changes are planned for the building next year and Mrs. Growney noted for the duration of Covid, the Library would use a smaller circulation desk, move shelving for space, do some re-arranging and continue with curbside.

Responding to an inquiry from Mr. Carpenter concerning the history of library expenses, Ms. Frisella noted the Town began paying the Library's bills this year and for that reason there is no YTD expenditure history shown for prior years. Mr. Herman added the system only generates history based off checks cut by the Town.

Ms. Growney noted electronic usage was up 24% and is 4x the print cost. Now that borrowers are used to the ease of electronic copy it will likely continue and not return to pre-Covid habits. Part-time staff were out, and the line was underspent but expects a return to normal next year. Training was also underspent as virtual training was provided for free which will likely return to in person by summer. Cleaning has changed to once a week and the Library would like to continue that after Covid. The UV light duct has helped to purify air at the Library.

***Ms. Baker motioned to approve the FY 21 Library budget in the amount of \$53,909. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Other Business**

**Next Meeting: Thursday, December 10, 2020**

## **Adjourn**

***Mr. Leclair moved to adjourn the meeting at 7:48 PM, seconded by Mr. Wesche. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 7:48 PM.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary